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Paper Reference:	SECP_52_1201_11
Action:	For Information

Operations Report – December 2017

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 driver, product, and grade and provides commentary related to the activities undertaken by the SECAS team in December 2017.

2. Recommendation

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

Hollie McGovern

SECAS Team

5th January 2018



SECAS Operations Report

December 2017

1. SECAS Resources

Figure 1, below, outlines the resourcing structure which has been included within the 3 Year Approved Budget 2017-20. It includes a breakdown of grades for the Core Functions Team currently in place as per the agreed resourcing levels:

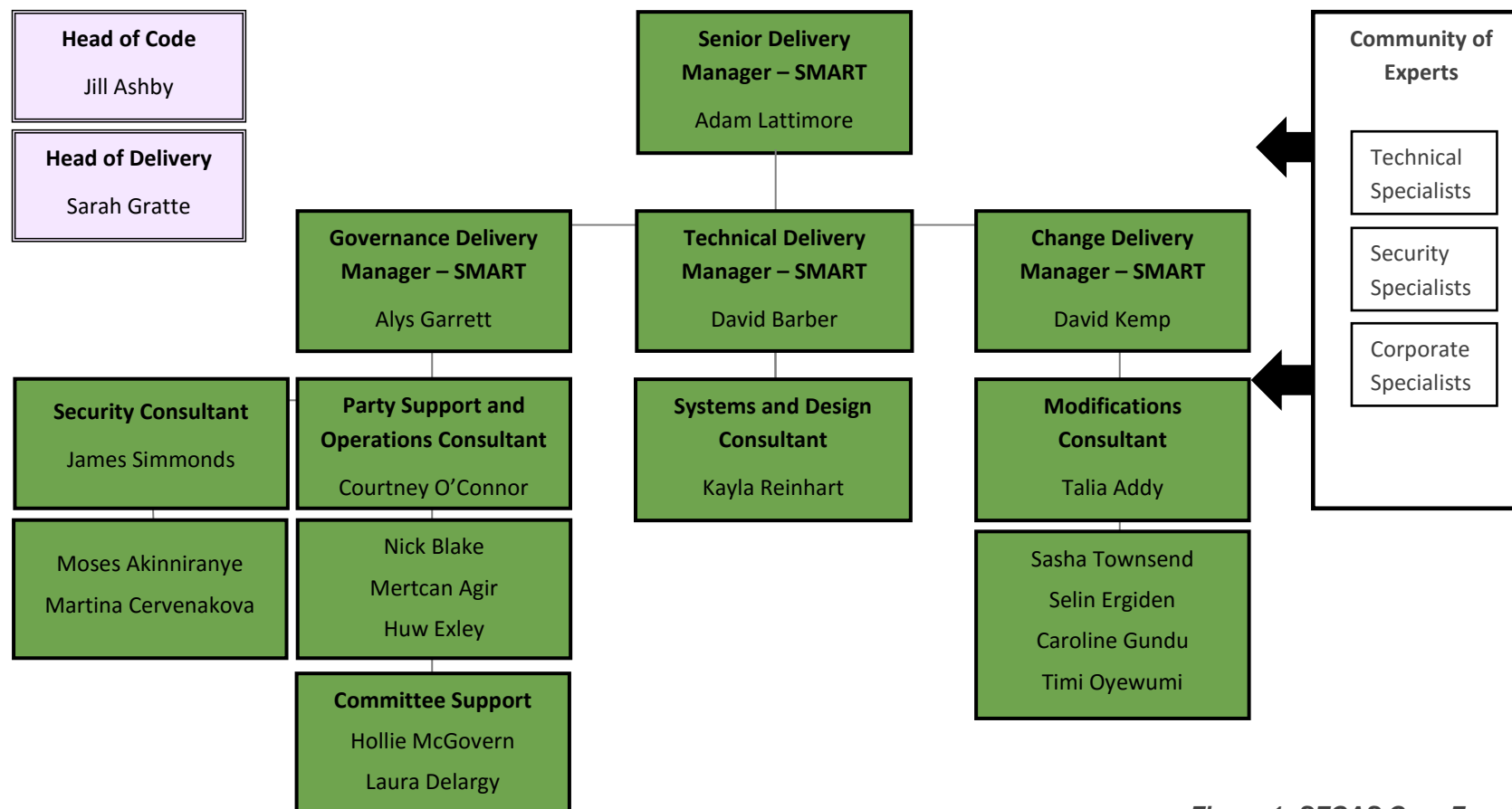


Figure 1: SECAS Core Functions Resources

2. SECAS Time Devoted by Driver

The total number of resource days in December 2017 was **448.12**. The division of effort within the reporting month is shown at Driver level below:

	Driver	Days
Core	Panel/Board and Sub-Committees	223.75
	Party Support	48.93
	Configuration Management	10.83
	Knowledge	3.77
	CIO	0.93
	General Operations	5.30
	Transitional Governance	6.53
	Website	26.33
	Reporting	0.00
	Design	1.40
SECAS Projects	Technical Governance Expertise	19.22
	Security Governance Expertise	52.67
	Website Enhancements	6.17
	Technical Specifications Handover	0.00
Projects	Centralisation Projects/Smarter Markets	27.79
	DCC Live and Post Live Support	0.00
	Annual Security Obligations	14.50
Grand Total		448.12

Table 1: Division of Effort by Driver (Days Worked)

Figure 2 (on the following page) seeks to improve transparency by providing man day effort devoted to specific drivers broken down as Core Team and Community of Experts (CoE) resources.

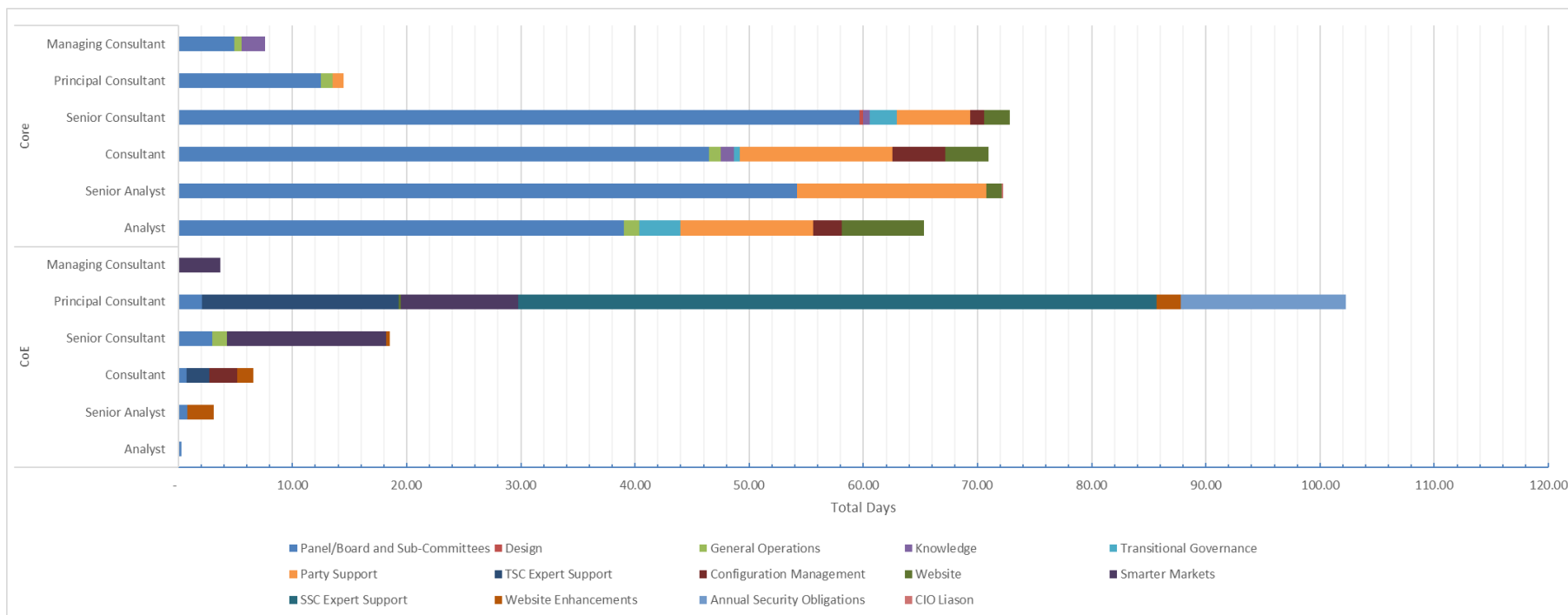


Figure 2: Time devoted to Driver by Role (Days Worked)

3. Monthly SECAS Highlights

3.1 Governance

3.1.1 SEC Panel Draft Budget 2018 – 2021 consultation

At the December 2017 Panel meeting, the Panel approved the Draft Budget for the next three Regulatory Years (April 2018 to March 2021) to be issued to SEC Parties for consultation. The total figure of the Draft Budget was provided to the DCC for publication in the January 2018 Charging Statement and Indicative Budget, which can be found [here](#). The Budget was issued on 2nd January 2018, and the deadline for submitting responses is 31st January 2018. The Draft Budget consultation can be found [here](#).

3.1.2 Security Sub-Committee (SSC) Update

The SSC have been provided with the updated End-to-End Security Architecture (v3.5) Document to review in Q1 2018. The SSC have also set 13 assurance statuses for Small Suppliers in December 2017, following the Small Supplier DCC User Mandate in November 2017. In addition, seven Director's Letter and Evidence Updates for DCC Users were reviewed by the SSC. More information can be found in SECP_52_1201_12.

3.2 Modification Proposals

3.2.1 Working Group (WG) Meetings

One Working Group meeting was held in December 2017:

- **SECMP0027 'Amending Service Request Forecasting'** on 21st December 2017 – SECAS presented the Working Group with feedback from the TABASC. The Working Group agreed to make changes to the legal text, which SECAS is now preparing.

SECAS support the Working Groups by providing Secretariat services, expert support and out of meeting support. Drafting of meeting notes, producing the legal drafting and technical documents and preparing the Modification Reports is covered as part of the effort involved in the support of Working Groups.

3.2.2 Working Group Consultation

No consultations were issued during December 2017.

3.2.3 Critical Friend Review of New Modification Proposals

One new modification has been raised since the December 2017 Panel meeting. SECMP0044 'User Security Assessment of a Shared Resource' was raised by the SSC on 15th December 2017. The Initial Modification Report (IMR) will be considered by the Panel at its meeting on 12th January 2018.

There are a number of anticipated modifications that have undergone the Critical Friend Review in December 2017. The SECAS Critical Friend role involves reviewing the Modification Proposal form submitted, identifying areas that may benefit from clarifications, additional impacts that were not identified by the Proposer and ensuring the Modification Proposal form is complete, and sufficiently detailed, to ensure the timely progression of the change through the process once raised.

3.2.4 Change Board Vote on Modification Proposals

There was no Change Board meeting held in December 2017. SECAS has issued a call for nominations as the current Change Board Members term ending in February 2018. Following the initial nomination period, the following vacant seats were filled:

- Nine of the twelve Large Supplier seats;

- Two of the three Small Supplier seats; and
- All three Networks seats.

Four nominations were received for the three Other Party seats available, and therefore, the Other Party Category are required to vote. The deadline for receipt of votes is Friday, 19th January 2018.

SECAS also confirmed the meeting dates for 2018 following approval by Change Board Members.

3.3 Configuration and Release Management

3.3.1 SEC Content Development and Guidance

No changes to the SEC were implemented in December 2017.

3.3.2 Release Management

The consultation on the enduring Release Management Document, combining the SEC Panel Release Management Policy and the DCC Release Management Policy, closed on 15th December 2017. The responses are being reviewed and an update will be provided at the January 2018 Panel meeting in advance of a revised version taking into account those response going to the February 2018 Panel meeting.

3.4 Party Support and Operations

3.4.1 New Website Launch

The new SEC Website was launched on 8th December 2017. The project was delivered on time to coincide with the expiration of the previous website. Initial feedback suggests the website has been well-received.

3.4.2 Party Support and Engagement

SECAS continue to assist Parties with all general queries pertaining to the SEC. The majority of enquiries in December 2017 continued to relate to the User Entry Process.

SECAS is particularly liaising with Non-Domestic Suppliers now that a minded-to date for their DCC User mandate has been announced. Non-Domestic Supplier specific events are being discussed for the new year.

4. Helpdesk Activities

The SECAS Helpdesk receives enquiries via email and telephone. There were approximately **152** telephone enquiries and **934** email enquiries to the SECAS mailbox in December 2017. Section 3.3, above, includes additional detail on Party Support activities.

The email enquiries being raised and resolved have been grouped into the following categories with the total over the last 12 months shown:

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sept-17	Oct-17	Nov-17	Dec-17
Applications	141	68	80	55	128	125	133	113	62	72	56	32
Sub-Committees	188	143	205	131	326	233	143	116	195	237	439	116
Consultation Correspondence	23	3	1	2	3	11	1	2	0	12	4	14
Contact Info	12	25	22	118	40	91	101	48	69	62	110	46
General Queries	177	153	195	130	188	111	98	102	99	113	80	102
Panel & Board Correspondence	114	63	81	97	101	140	186	299	230	111	56	23
Modifications	139	62	76	150	187	150	165	178	169	182	200	145
User CIO Assessments	79	245	226	170	107	110	350	225	246	256	375	230
Party/RDP Signifiers	14	7	12	16	16	19	4	1	5	4	4	1
Training Days/Seminars	36	40	44	16	18	6	72	83	63	76	11	0
Other	57	46	52	66	110	64	206	265	11	124	245	225
Total	980	855	994	951	1224	1080	1439	1432	1149	1249	1580	934

Table 2: SECAS Helpdesk Emails

5. SEC Website Update and Statistics

Below are some key statistics relating to the use of the SEC Website:

	2017											
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Visits	4,979	4,505	5,599	4,556	5,477	5,799	5,775	5,499	5,498	5,728	6,445	9,984
Page Views	16,221	14,062	16,817	14,146	16,602	17,291	17,808	16,765	15,821	16,845	19,854	25,224

Table 3: SEC Website Statistics

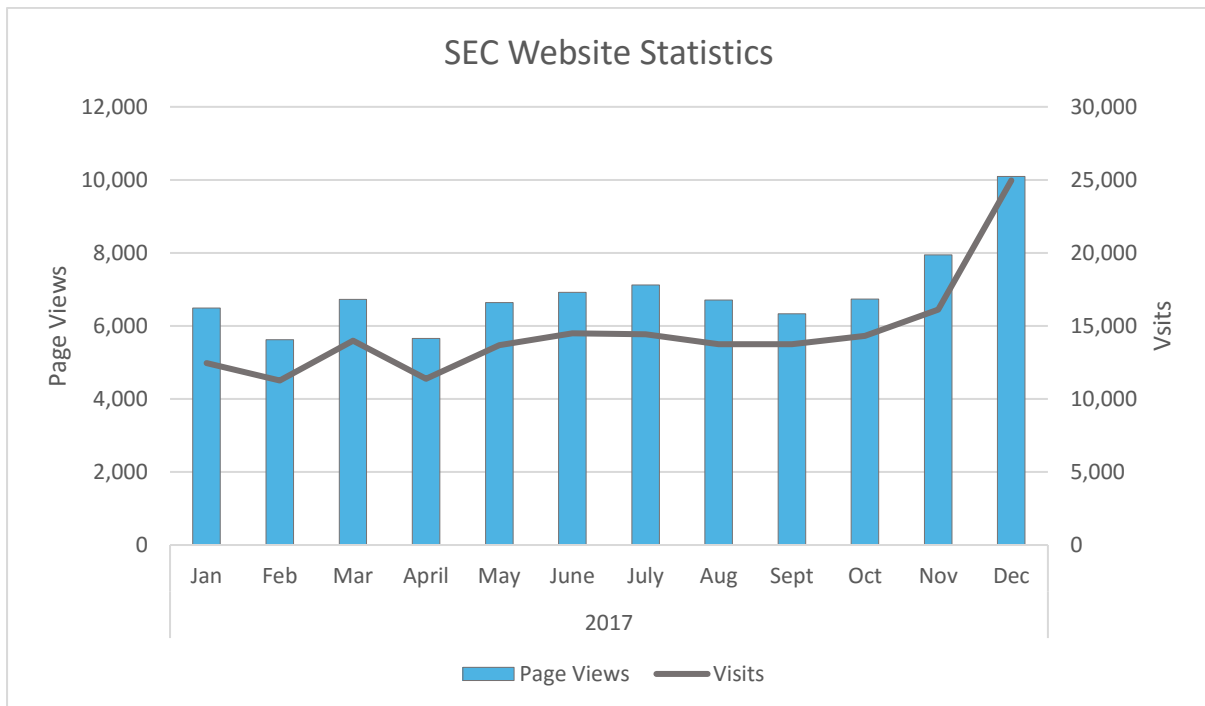


Figure 3: SEC Website Usage

6. SEC Meeting Details

The table below provides a summary of all SEC meetings over the last month. It also provides 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	08/12/2017	The Panel's regular monthly meeting. Further information on the proceedings of this meeting is available in the public minutes, available on the SEC Website .
	SECCo Board	08/12/2017	The SECCo Board's regular monthly meeting. The proceedings and minutes of the SECCo Board are confidential.
	TABASC	14/12/2017	The TABASC's regular monthly meeting. The meeting headlines are available via the link below. TABASC 25 1412 – Meeting Headlines
	SEC Change Board		There was no Change Board meeting in December 2017. The next meeting is scheduled for 24 th January 2018.
	Working Group - SECMP0027	21/12/2017	One Working Group meeting took place in December 2017 to discuss the progression of SECMP0027. See section 3.2.1 for a summary of what was covered at this meeting.
	Security Sub-Committee (SSC)	13/12/2017 20/12/2017	The SSC held two meetings in December 2017. The non-confidential meeting headlines can be found via the links below. SSC 44 1312 – Meeting Headlines SSC 45 2012 – Meeting Headlines
	SMKI PMA	19/12/2017	The SMKI PMA continue to meet on a monthly basis to discuss matters relating to the SMKI and other Key Interfaces under the SEC. The meeting headlines are available via the link below. SMKI PMA 41 1912 – Meeting Headlines
	Operations Group	20/12/2017	The Operations Group monthly meeting took place in December 2017. The meeting headlines are available via the link below. OPSG 03 2012 – Meeting Headlines

	Testing Advisory Group (TAG)	20/12/2017	The TAG met once in December 2017. The minutes will be available in January 2018.
	Modifications Question Hour	11/12/2017	Each month SECAS host a teleconference, offering SEC Parties the opportunity to speak to a Modifications specialist.
BEIS	Smart Metering Delivery Group	14/12/2017	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.
	Technical and Business Design Group	20/12/2017	
DCC	Test Design and Execution Group	21/12/2017	

Table 4: Meetings hosted and attended by SECAS

7. Membership

Statistics for the number of accessions, Defaulting Parties, withdrawals and expulsions of SEC Parties are detailed below:

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Accessions	14	4	3	3	13	9	3	7	8	6	3	3
In Default	0	0	0	0	1	0	0	0	0	0	0	0
Withdrawals	0	1	0	1	0	0	1 ¹	0	0	0	1	0
Expulsions	1	0	0	0	0	1 ²	0	0	0	0	0	0

Table 5: SEC Party Statistics

At the end of the reporting month, there were **283** Parties to the SEC representing **223** Voting Groups:

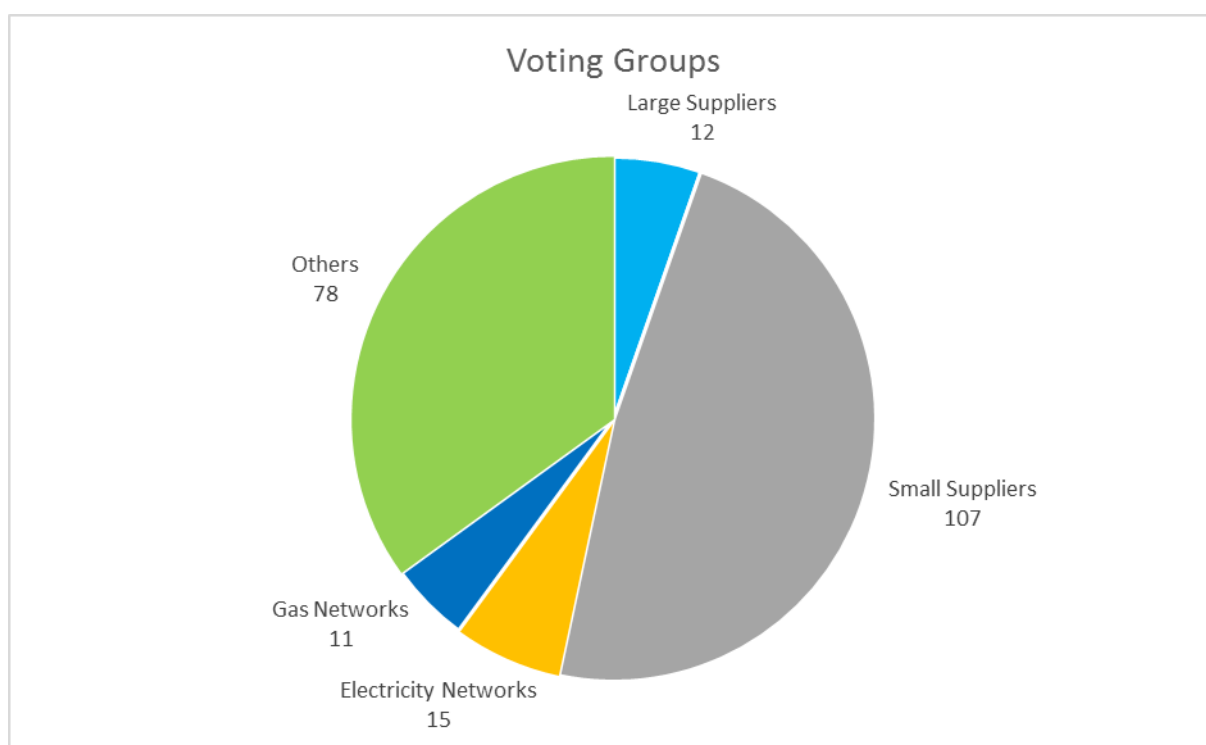


Figure 4: Breakdown of SEC Voting Groups

¹ CNG (Group) Limited voluntarily requested to be withdrawn.

² This expulsion was due to the company Enterprise Gas Ltd being dissolved.

Appendix A: SECAS Time Apportionment Categories

Driver	Product	Description
Panel/Board and Sub-Committees	Panel Meetings	Activities related to Panel meetings including paper development and review, attendance at meetings, post meeting activities and costs associated with the meeting such as room hire.
	Board Meetings	Activities related to Board meetings including paper development and review, attendance at meetings, post meeting activities and costs associated with the meeting such as room hire.
	SMKI PMA Meetings	Activities related to SMKI PMA meetings including paper development and review, attendance at meetings, post meeting activities and costs associated with the meeting such as room hire.
	Change Board including Working Groups	Activities related to Change Board meetings including paper development and review, attendance at meetings, post meeting activities and costs associated with the meeting such as room hire.
	Modifications	Activities related to modifications including Critical Friend activities, pre-modification support and progression of modifications through the Modification Process.
	Security Sub-Committee (SSC) Meetings	Activities related to SSC meetings including paper development and review, attendance at meetings, post meeting activities and costs associated with the meeting such as room hire.
	Panel Chair Support	Activities to support the Panel Chair.
	Testing Advisory Group	Activities related to TAG meetings including paper development and review, attendance at meetings, post meeting activities and costs associated with the meeting such as room hire.
	Technical Sub-Committee	Activities related to TSC meeting including paper development and review, attendance at meetings, post meeting activities and

Driver	Product	Description
		costs associated with the meeting such as room hire.
	Operations Group	Activities related to Operations Group meeting including paper development and review, attendance at meetings, post meeting activities and costs associated with the meeting such as room hire.
Website	Website	Any amendments to the website, including Gemserv 1 st support activities.
Competent Independent Organisation	Competent Independent Organisation	Support for the procurement process for the CIO until December 2014 and the enduring activities from February 2016.
Configuration Management	SEC Releases	Review of consultations, preparation of SEC sections, release activities and the review/updates of guidance material as a result of the consultation/release.
	Service Catalogue	Any amendments or additions to the SEC Service Catalogue.
Party Support	Party Support	Activities undertaken to support applications including processing, communications and finance, analysing and responding to helpdesk queries, development of new guidance material, preparation and attendance at bi-lateral meetings and preparation for and attendance at SEC Party Engagement Days.
Transitional Governance	Transitional Governance	Preparation for, attendance at and post meeting activities such as Day After Reports for regular transitional governance meetings.
	Other	Other support activities undertaken to support transitional governance activities.
Reporting	Reporting	All reporting activities for SECCo, SEC Panel or other reporting requirements.
Knowledge	Knowledge	Reviewing documents from DECC, DCC and Ofgem.
Design	Technical	Analysis and solution development for new requirements within the SEC.
General	General	All other activities that do not fall into any of the above categories.

Driver	Product	Description
Projects	TABASC Technical Experts	Activities undertaken to support the TABASC from SECAS CoE resource.
	SSC Security Experts	Activities undertaken to support the SSC from SECAS CoE resource.
	User CIO costs	The costs for the User CIO outside of their undertaking of security and privacy assessments, such as document development and meeting attendance.
	Smarter Markets	Time spent on Ofgem's Smarter Markets project.
	Education and Knowledge Sharing	Provision for workshops and seminars to support SEC Parties understanding of specific topics.
	Testing	Activities undertaken by SECAS or the SEC Panel to support testing outside of planned operations.
	Website Enhancements	Provision for enhancements to the SEC Website.
	Enrolment and Adoption	Activities undertaken to support the DCC's initial enrolment and adoption project.
	Release 2 Activities	Activities undertaken to support and co-ordinate the transition for DCC-Live to Release 2. As agreed at the January 2017 Panel meeting, this driver also covers the handover of the Technical Specification Maintenance.
	DCC Live Support	Activities undertaken to resolve issues following DCC Live.
	Annual Security Risk Assessment	Activities undertaken to action the annual Security Risk Assessment, in accordance with SEC Section G7.16.
	Alternate HAN	Activities undertaken to support the development of alternate HAN arrangements.