

SECP\_52\_1201\_15 - Appendix B: SEC Activity Details



Reporting Period: January 2018 - March 2018

Activity	Description	Frequency	Obligation	January 2018		February 2018		March 2018	
Budget Review	The SECCo Board has agreed for the SECCo Budget to be reviewed quarterly by the Panel, Finance and Contracts Sub-Group (PFCG). Additionally, the PFCG will assist in the development of the SEC Budget on an annual basis.	Quarterly	SEC Panel/ SECCo Board		No planned activity.		Party responses reviewed and Final Draft Budget to be agreed.		The Panel will approve the Draft Budget to come into effect April 2018.
			SEC Parties		Consultation on Draft Budget with Parties		No planned activity.		No planned activity.
SEC Party Engagement Day	The SEC requires the SEC Panel to hold a meeting in July each year, providing SEC Parties the opportunity to receive answers to any questions submitted to SECAS in advance of the meeting (C2.3 (k)).	Annual	SEC Panel		No planned activity.		No planned activity.		No planned activity.
			SEC Parties		No planned activity.		No planned activity.		No planned activity.
SEC Panel Scheduled Elections	The SEC (C4.2 (d)) requires the invitation for nomination of candidates for the Scheduled Elections to be published and sent by SECAS to Parties at least 35 Working Days ahead of the date on which the relevant Panel Member's term of office expires (23rd September 2016).	Annual	SEC Panel		No planned activity.		No planned activity.		No planned activity.
			SEC Parties		No planned activity.		No planned activity.		No planned activity.
SEC Information Policy	The SEC requires the SEC Panel to establish and maintain a policy for classifying, labelling, handling, and storing Party Data in relation to SEC Sections G (Security), I (Privacy Data), L (Smart Meter Key Infrastructure (SMKI)) and its related SEC Subsidiary Documents (SEC M4.13).	Ongoing	SEC Panel		No planned activity.		No planned activity.		No planned activity.
			SEC Parties		No planned activity.		No planned activity.		No planned activity.
Security Controls Framework (SCF)	The SEC requires the Security Sub-Committee to develop and maintain the Security Controls Framework (SCF), in accordance with the provisions set out in SEC G7.16. A SECAS Security Expert will be responsible for maintaining the SCF.	Ongoing	SEC Panel		The SCF will be reviewed and/or updated if and when required .		The SCF will be reviewed and/or updated if and when required .		The SCF will be reviewed and/or updated if and when required .
			SEC Parties		The SCF will be reviewed and/or updated if and when required .		The SCF will be reviewed and/or updated if and when required .		The SCF will be reviewed and/or updated if and when required .
Privacy Controls Framework (PCF)	The SEC requires the SEC Panel to develop and maintain the Privacy Controls Framework (PCF) document, in accordance with the provisions set out in SEC I2.13. The SEC Panel has delegated the development of the PCF to the CIO which will be carrying out the Privacy Audits of Other Users.	Ongoing	SEC Panel		There are ongoing discussions taking place between the User CIO, SECAS and BEIS to ensure the PCF correctly aligns to the new data protections act standard (GDPR).		It is anticipated that a modification will be raised in this month, which will likely require an update to the PCF.		Modification process set to occur with anticipated changed on the PCF.
			SEC Parties		No planned activity.		No planned activity.		No planned activity.
Information Commissioner	The SEC requires the SEC Panel to establish joint working arrangements with the Information Commissioner, and notify the Information Commissioner of matters in which the SEC Panel believes the Information Commissioner may have an interest (SEC C2.3 (m)).	Ongoing	SEC Panel		No planned activity.		No planned activity.		No planned activity.
			SEC Parties		No planned activity.		No planned activity.		No planned activity.
Certified Products List (CPL)	The SEC requires the SEC Panel to establish and maintain a Certified Products List (CPL), which is a list of Device Models for which it has received Assurance Certificates (SEC F2).	Ongoing	SEC Panel		Panel (via SECAS) will maintain the CPL that came into effect on 27th October 2016.		Panel (via SECAS) will maintain the CPL that came into effect on 27th October 2016.		Panel (via SECAS) will maintain the CPL that came into effect on 27th October 2016.
			SEC Parties		Parties will be informed via SECAS of any changes to the CPL.		Parties will be informed via SECAS of any changes to the CPL.		Parties will be informed via SECAS of any changes to the CPL.
SMKI Policy Management Authority (PMA)	The SMKI PMA is prescribed by the SEC (SEC L1).	Ongoing	SEC Panel		The SEC Panel will be provided with key updates via the Operations Report.		The SEC Panel will be provided with key updates via the Operations Report.		The SEC Panel will be provided with key updates via the Operations Report.
			SEC Parties		A SEC Panel paper and meeting minutes will be available on the SEC Website for Parties' information.		A SEC Panel paper and meeting minutes will be available on the SEC Website for Parties' information.		A SEC Panel paper and meeting minutes will be available on the SEC Website for Parties' information.
Testing Advisory Group (TAG)	The SEC Panel established TAG to support it in its obligations related to testing. TAG will be reviewing and providing a recommendation on the following test approach documents; Systems Integration Testing, Interface Testing and End to End Testing Approach Document.	Ongoing	SEC Panel		The SEC Panel will be provided with information papers as required including outputs and discussions from TAG meetings.		No planned activity.		No planned activity.
			SEC Parties		Expected review of SMETS 1 E&A Systems Integration Testing (SIT) and DIT Document		No planned activity.		No planned activity.
Technical Architecture and Business Architecture Sub-Committee (TABASC)	The TABASC is prescribed by the SEC (SEC F1). The TABASC are responsible for supporting the Panel with advice and expertise in regards to Technical Specifications and the end to end Technical Architecture and the Business Architecture.	Ongoing	SEC Panel		The SEC Panel will be provided with key updates via the Operations Report.		The SEC Panel will be provided with key updates via the Operations Report.		The SEC Panel will be provided with key updates via the Operations Report.
			SEC Parties		A TABASC paper and meeting minutes will be available on the SEC Website for Parties' information.		A TABASC paper and meeting minutes will be available on the SEC Website for Parties' information.		A TABASC paper and meeting minutes will be available on the SEC Website for Parties' information.
Security Sub-Committee (SSC)	The SSC is prescribed by the SEC (SEC G7). The SSC are currently responsible for the development and review of the Security Controls Framework. Other duties will be enabled in time following transition from the Transitional Security Expert Group.	Ongoing	SEC Panel		The SEC Panel will be provided with key updates via the Operations Report.		The SEC Panel will be provided with key updates via the Operations Report.		The SEC Panel will be provided with key updates via the Operations Report.
			SEC Parties		A SEC Panel paper and meeting minutes will be available on the SEC Website for Parties' information.		A SEC Panel paper and meeting minutes will be available on the SEC Website for Parties' information.		A SEC Panel paper and meeting minutes will be available on the SEC Website for Parties' information.
Operations Group	The Operations Group was established in July 2017 by the SEC Panel in accordance with SEC Section C2.4(d). The duties include operational matters that relate to the services provided under the SEC, including DCC Services, and to enable close co-operation between the DCC and DCC users.	Ongoing	SEC Panel		The SEC Panel will be provided with key updates via the Operations Report.		The SEC Panel will be provided with key updates via the Operations Report.		The SEC Panel will be provided with key updates via the Operations Report.
			SEC Parties		A SEC Panel paper and meeting minutes will be available on the SEC Website for Parties' information.		A SEC Panel paper and meeting minutes will be available on the SEC Website for Parties' information.		A SEC Panel paper and meeting minutes will be available on the SEC Website for Parties' information.
KEY	Requires Action	For Information	No Planned						

Updated: 05/01/2018

This document has a Classification of **White**