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SEC Panel Meeting 51

SECP_51_0812, 8th December 2017

10:00 – 13:00, Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

Draft Minutes

Attendees:

Category	SEC Panel Members
SEC Panel Chair	Peter Davies
Large Suppliers	Simon Trivella
	Ashley Pocock
Small Suppliers	Mike Gibson
	Karen Lee
Electricity Networks	David Lane
Gas Networks	Leigh Page
Other SEC Parties	Hugh Mullens
	Gary Cottrell
DCC	Helen Fleming
Consumer Representative	Rajni Nair

Representing	Other Participants
Ofgem (the Authority)	Michael Walls
	Raymond Elliot
BEIS (Secretary of State)	Duncan Stone
	Robert Thornes
	Dan Chambers (Part)
DCC	Dave Broady (Part)
Meeting Secretary	Hollie McGovern

SECAS	Adam Lattimore
	Alys Garrett
	Caroline Gundu (Part)
	David Barber (Part)
	Courtney O'Connor (Part)
	David Kemp (Part)

1. Minutes and Actions Outstanding

The minutes from the November 2017 SEC Panel meeting were approved ex-committee and circulated to SEC Parties.

SECAS provided the Panel with an update on the Actions Outstanding from previous meetings, noting that the majority of the actions had been closed, with the outstanding actions on target for completion and/or updates to be provided under respective agenda items.

Action Reference	Update
SECP50/06	The DCC informed the Panel that its Business Continuity and Disaster Recovery re-test would take place over the weekend of the 9 th December 2017, and an update would be circulated following the re-test.

2. Release 2.0 Testing Approach Documents

At the November 2017 Panel meeting, the Panel deferred decisions on recommending the approval of the Release 2.0 Systems Integration Testing (SIT) and Device Integration Testing (DIT) Approach Documents to the Secretary of State (SoS), until the TAG had an opportunity to review the subsequent actions taken by the DCC. The Testing Advisory Group (TAG) met on 22nd and 23rd November 2017 to undertake a second review of the Approach Documents, to ensure their comments from the initial review had been taken into account. SECAS provided the Panel with an update on the TAG's second review and recommendations to inform the Panel's recommendation to the Secretary of State (SoS).

SIT Approach Document

The Panel noted and discussed the following concerns and observations raised by the TAG in regard to the SIT Approach Document:

Performance and Scalability Testing

The Panel noted the concern raised by the TAG that no performance testing has been proposed to occur in Release 2.0 SIT, amidst the concern that Users need confidence that existing key functionality will not be impacted when new or enhanced functionality takes effect, when a release goes live. SECAS highlighted that although the DCC had indicated that there would be some performance testing as part of the Transition to Operations (TTO) test phase, the approach document has not yet been provided to the TAG, and therefore the TAG has not been able to comment on the extent of the performance testing that would occur within it.

It was noted that the DCC had advised that the TAG's concerns regarding performance and scalability would not prompt changes to the SIT Approach Document at this time, and that performance testing was being looked at more generally as part of the DCC Project to Business and Readiness to Scale activities. However, it is an outstanding issue that the Panel agreed should be included in the recommendation to the SoS. The Panel also agreed that updates should be provided on considerations of Performance Testing and Scalability Testing as part of future DCC updates on Project to Business work, and Readiness to Scale activities.

Regression Testing Pass Rates

The Panel noted that the TAG had questioned whether the current pass rate for Regression Testing, which is set at 85%, should be higher. The Panel noted that the DCC had added extra clarity to differentiate what testing elements and activities would have higher pass rates than the 85% currently referenced within the SIT Approach Document.

Communications Hub – Firmware Versions and Associated Policy on Regression Testing

The Panel noted that the TAG had encouraged the DCC to provide clarity on how the DCC plans to mitigate against the risk of not testing on all available Communications Hub firmware that is currently valid on the Certified Products List (CPL). It was noted that the TAG had observed that not undertaking regression testing on older versions of firmware could have detrimental impacts on Communications Hubs that are currently held in storage by suppliers, and increase the risk of Communications Hubs being left unusable and forcing them to be returned to the DCC.

The Panel agreed to highlight the concerns raised by TAG Members in regard to Communications Hub regression testing. The Panel also agreed for a new risk to be created and added to the Panel Risk Register in relation to the need for appropriate Communications Hub firmware regression testing to be undertaken during release testing.

SIT Exit by Region

The Panel discussed the potential for Release 2.0 testing to be completed on a region-by-region basis if required, noting that the TAG had agreed that it should be an option that is retained to be used if necessary. The Panel noted that the latest version of the SIT Approach Document did not clarify this option, and that the DCC would need to further clarify the ability to exit SIT on a region basis and the need for the documentation produced at the end of the test phase would need to explain the utilisation of it, if applicable.

Service User Simulator and CSP Simulator Assurance

The Panel noted the TAG's concern regarding the use of the CSP simulator being used to pass certain key tests, and the DCC's clarification that the Service User Simulator can support one Device on the HAN at a time.

Defect Masks

The Panel discussed the ongoing concern, reiterated by the TAG, on the current test phase defect masks and that due to Release 2.0 having additional test phases, there can be a greater accumulation of defects at test phase exit.

The DCC noted that it had considered reducing the defect masks, but it had been ruled out as a matter to be taken forward at this time, due to the cost implications and the timescales associated with changing and reducing the masks. This had been discussed with BEIS. The DCC noted that it had accepted recommendations from TAG regarding this matter, which would be included in the DCC's testing plans.

The TAG's concern surrounding the impact of outstanding issues from SIT and DIT in relation to UIT was highlighted, however it was noted that BEIS had clarified that any outstanding concerns would filter into the Release go-live decision-making process instead.

The Panel noted that no changes would be made to the defect mask provisions within the SIT and DIT Approach Documents, and agreed to reiterate the ongoing defect mask concern to BEIS and the SoS.

Additional Observations

A Panel Member highlighted that there were additional areas, off of the back of the good work undertaken by the TAG, that should also be included in the recommendation to the SoS. The observations included functionality toggling within the additional UIT-B testing environments, the need for extra details on the new Device Emulator and how it will be utilised in SIT, and Local Command Testing, an outstanding matter from Release 1.x. The Panel agreed these three areas be included in the recommendation to the SoS.

DIT Approach Document

When considering the DIT Approach Document, the Panel noted that observations on the SIT Approach Document also applied equally to DIT, with the defect mask concern being highlighted.

The Panel noted the TAG observations and subsequent DCC clarifications that SIT exit was not contingent on DIT exit. In light of this information the Panel echoed the TAG view that the Release 2.0 UIT entry criteria should have successful SIT and DIT exit as part of it. SECAS noted that the first draft of the Release 2.0 UIT Approach Document was expected to be discussed by the TAG at its December 2017 meeting.

The Panel noted that the TAG had discussed whether Devices could be deselected from DIT. These discussions covered how only the SoS would be able to agree device deselection, and if issues arose with a particular Device, work would be undertaken to resolve the problem before testing recommenced with it.

Discussion Outcomes

A Panel Member questioned whether, in light of the Panel's discussions on the SIT and DIT Approach Documents whether the DCC would be able to resolve all the matters highlighted as part of Release 2.0. The DCC representative noted they can revisit the areas highlighted and provide the TAG and Panel an update on available options.

Having considered the TAG input on the two Approach Documents, the Panel agreed that a Panel letter to BEIS should be prepared, and circulated for Panel review, recommending that the entry and exit criteria within the two Approach Documents be approved. The Panel also agreed that the letter should include the observations discussed, where further action and consideration is needed.

The Panel also requested that the DCC provides details and plans on how the outstanding issues will be addressed, with updates provided to the TAG and Panel on progress.

The Panel:

- **NOTED** the contents of the paper;
- **AGREED** to recommend to the Secretary of State the approval of the entry and exit criteria within the Release 2.0 SIT Approach Document;
- **AGREED** to recommend to the Secretary of State the approval of the entry and exit criteria within the Release 2.0 DIT Approach Document;

- **AGREED** to highlight the observations outlined by the Panel to the Secretary of State; and
- **AGREED** for a new risk to be created and added to the Panel Risk Register in relation to the need for appropriate Communications Hub firmware regression testing to be undertaken during release testing.

ACTION SECP51/01: SECAS to prepare a Panel letter to the Secretary of State covering the recommendation to approve the entry and exit criteria within the Release 2.0 SIT and DIT Approach Documents, highlighting the observations outlined by the Panel and circulate it for Panel Member review prior to submission to BEIS.

ACTION SECP51/02: SECAS to add a new risk to the Panel Risk Register in relation to the need for appropriate Communications Hub firmware regression testing to be undertaken during Release testing.

3. SEC Variation Test Approach Document for SMETS1 Services Consultation

The Panel were provided with a summary of the DCC Consultation on its Smart Metering Equipment Technical Specifications 1 (SMETS1) Services SEC Variation Test Approach Document (SVTAD) and a potential draft response from the SEC Panel.

SECAS explained that the draft response highlighted areas and observations discussed by the TAG at its meeting on 23rd November 2017 and also included draft responses to the consultation questions. The Panel supported the observations of the TAG that formed the content of the draft consultation response.

There was discussion around the TAG's observations in regard to existing Users, and a Panel member questioned whether the scope of the SVTAD should be extended to cover existing Users that do not currently have SMETS1 Meters. It was observed that existing Users, that do not have SMETS1 meters currently, would need to be prepared to use the SMETS1 Services in order to continue to provide smart services on a Change of Supplier as they are not allowed to refuse a customer. SECAS agreed to amend the draft response to cover the observations made.

A Panel Member echoed the TAG observations on the timing of the SVTAD consultation and observed that the SMETS1 Services technical solution is still to be finalised along with the approach to migrating SMETS1 meters into the DCC, that will be covered by the Transitional Migration Approach Document (TMAD). This means that the full picture is still not known with key gaps in information that needs to be provided. The Panel Member observed that the gaps need to be filled to provide confidence when it comes to the migration activities.

The Panel Member also questioned why, unlike Release 2.0, there was no DIT proposed for SMETS1 Services testing. The BEIS representative noted that due to devices being available for use in SIT, a DIT test phase was not required. The Panel Member noted that the focus of SIT was on proving internal DCC system functionality and that more testing may be needed due to the SMETS1 Services moving into new ground involving services that have never been tested before. Therefore, sufficient testing is needed before suppliers would be confident enough to hand over responsibility of SMETS1 Meters to the new services provided by the DCC.

Building on the level of detail around the SMETS1 Services overall, the Panel Member also highlighted the eight cohorts would be spread across three operational capabilities, with it still to be confirmed how they would be split. This led to the observation that detail was needed on how these

eight cohorts would be brought together into SMETS1 Services testing to ensure integration works. They noted that ideally each cohort should be integrated separately with issues with one cohort resolved before moving on to the next, which may not be practical. However, they observed that details on this was required to provide clarity and to help inform whether the testing proposed is appropriate.

Following the discussions on the response, the Panel agreed that SECAS should prepare and circulate an updated response letter, capturing the additional Panel observations, for review prior to submitting the response to the DCC on the 13th December 2017.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** to submit a response to the consultation, including a number of additional Panel observations.

ACTION SECP51/03: SECAS to update the response letter to the SVTAD for SMETS1 Services consultation and circulate to Panel Members for review prior to submitting it to the DCC on 13th December 2017.

4. Release 2.0 and E&A Decision Making

BEIS presented details that sought to clarify the role of the Panel and the TAG in testing and decision making activities for Release 2.0 and SMETS1 Enrolment and Adoption. The information was provided to obtain Panel agreement on those roles.

The Panel welcomed the clarity on the expected role it and the TAG would have in the two Releases.

SECAS queried the dates included in the presentation. The BEIS representative noted the dates provided were from the JIP, and that the governance activities involving the Panel and TAG would need to be built around these dates as necessary.

The Panel **AGREED** to provided support in the governance of the requested milestones.

5. DCC Temporary Maintenance Arrangements Extension Request

The DCC presented the Panel with a request to an extension of the Temporary Maintenance Arrangements to enable a Planned Maintenance event on 12th December 2017. The temporary maintenance arrangements were in place until 30th November 2017.

The DCC noted that the request had been discussed by the Operations Group and the paper was accompanied by a recommendation for approval from the Operations Group Chair.

The Panel were advised that this extension request was separate to the proposed longer-term arrangements that were consulted on and discussed under agenda item 6.

The Panel:

- **NOTED** the views of the Operations Group; and
- **AGREED** to extend the existing dispensation until 12th December 2017 as requested by DCC.

6. Temporary Maintenance Schedule November Review and Consultation Responses

The DCC requested approval from the Panel to extend the temporary maintenance schedule to 30th June 2018. The Panel were presented with a phased approach which intends to bring the temporary maintenance arrangements into full alignment with the provisions of SEC Section H8.3 by June 2018. Further information can be found within the Confidential Minutes of this meeting.

The Panel **APPROVED** the maintenance schedule to be extended until 30th June 2018.

7. SEC Panel Draft Budget 2018-2021 consultation

The Panel were presented with the latest version of the SEC Panel Draft Budget for the next three Regulatory Years (April 2018 to March 2021) to be approved for consultation with Parties in January 2018. The Panel were also asked to approve the Draft Budget figure to be submitted to the DCC for inclusion in the Charging Statement and the Indicative Budget, to be published in January 2018.

The Panel noted that the consultation would be a good opportunity to seek the view of Parties in regard to whether the scope of the Panel's work is seen as appropriate.

The Panel:

- **NOTED** the contents of this paper;
- **APPROVED** that SECAS provides the total figure of the Draft Budget to the DCC for publication in the January 2018 Charging Statement and Indicative Budget; and
- **APPROVED** the Draft Budget to be issued to SEC Parties for consultation.

ACTION SECP51/04: SECAS to issue the SEC Panel Draft Budget to Parties for consultation.

ACTION SECP51/05: SECAS to provide the total figure of the Draft Budget to the DCC for publication in the January 2018 Charging Statement and Indicative Budget.

8. Review of the SEC against potential GDPR impacts

Following the Panel's request at the November 2017 meeting, SECAS undertook an initial analysis of the SEC to determine the potential impact of General Data Protection Regulation (GDPR) on the SEC. The Panel were presented with SECAS's initial view on the extent of the changes required to the SEC, and noted that SECAS expected five days of Community of Expert (CoE) work to be required in preparing and progressing a GDPR Modification Proposal in February 2018.

The Panel noted that SECAS intended to engage with BEIS and the DCC in the development of the Modification Proposal, as both bodies have completed their own initial assessments of some of the required changes, which SECAS will look to draw upon to support the modification. BEIS noted that its approach to drafting the SEC in this area had been intentionally flexible and appropriately minimalist, in order to avoid repetition and the need to continuously change the SEC.

A Panel Member noted that under GDPR, the role of the DCC as a data processor may become more significant, and noted this may be an issue under Enrolment & Adoption. It was noted that this issue

would be addressed once the DCC began its own review of responsibilities when GDPR comes into effect in May 2018.

The Panel noted that the best way forward would be a minimalist approach to reflect the work undertaken by BEIS and the DCC, noting that the DCC aimed to stay completely aligned with the SEC.

The Panel:

- **NOTED** the contents of this paper; and
- **AGREED** that SECAS progress the development of the Modification Proposal.

9. Elexon Half Hourly Settlement Work Update

A representative from Elexon provided an update to the Panel on the progress of Elexon's Half Hourly Settlement work.

The Panel were provided a high-level overview of the half hourly settlement process, in addition to the impacts of Market-wide Half Hourly settlements on the SEC and the DCC. There was discussion on whether the project caters for beyond half-hourly settlements, and if operational data is taken into account as the project moves forward.

The Panel **NOTED** the update and agreed for regular updates to be given in the new year on the progress of Elexon's Half Hourly Settlement Work.

10. SEC Panel Risk and Issue Register Update

SECAS presented the Panel with the proposed updates to the Risk Register, which included a new proposed risk, and an amendment to an existing risk.

At the November 2017 Panel meeting, the Panel agreed that a new risk be developed for inclusion on the Panel Risk Register in relation to wider industry initiatives that have impacts on the smart metering arrangements not taking into account the current requirements (e.g. the switch to half-hourly settlement and the faster switching programme and changes to Feed in Tariffs). It was noted that the mitigations included receiving regular updates on these wider programmes and reporting up to the Panel from the Sub-Committees on any areas for consideration if required.

A Panel Member questioned whether a risk should be considered on Communications Service Provider (CSP) Coverage, and whether this was considered to be the Panel's responsibility. It was noted that CSP Coverage may be covered under the Code Performance Measures, however the Panel agreed that clarity should be provided on the SEC Requirements.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** the updates to the SEC Panel Risk Register and SEC Panel Issues Log.

ACTION SECP51/06: SECAS to review the SEC Requirements and clarify if CSP Coverage falls under the Panel's remit.
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11. Event of Default

The Panel were informed of a potential Event of Default, and there was discussion regarding the circumstances of the Event. Following investigation, the Panel agreed that the paper be withdrawn, due to the Party involved meeting the requirements of SEC Section M8.2. Further information can be found within the confidential minutes from this meeting.

12. Modification and Release Status Report – November 2017

The Panel was provided with an update on the status and progress of Modification Proposals going through the Modification Process.

The Panel was also provided with an update on the current progression of SEC Modification Proposals as they undergo requested Preliminary Assessments and Impact Assessments, including when they are due to be delivered and any revisions to expected delivery timescales.

The Panel **NOTED** the update.

13. SEC Modification Timetable Review

Following a full review by SECAS of the progression timetables for each modification, SECAS presented the Panel with a set of revised timetables for all Modification Proposals currently in the Refinement Process. The Panel noted that the rationale for the review was due to SECAS previously requesting extensions to many of the progression timelines for a variety of circumstances on a piecemeal basis, which ultimately has resulted in the convergence of the timelines for many modifications, and pressure being put on the industry.

There was discussion around the proposed timetables, and the Panel Chair noted that several of the Draft Modification Reports are significantly overdue from when originally raised, and should not require any further extension requests. A Panel Member highlighted that for some of the modifications, a solution has not been fully developed, preventing further progression, and that this is dependent on the Proposers of each modification.

DCC noted that it endeavoured to meet the proposed timescales in regard to Preliminary Assessments and Impact Assessments, but that would be subject to the commitments of the Service Providers.

A Panel Member noted that consideration should be given to prioritising Modification Proposals with a potential 2019 implementation date, and it was noted that this would be subject to modifications being displaced by defects.

It was suggested that a session be held with a subset of Panel Members to walk through each modification proposal, and assess potential blockers for each one. DCC noted that it had begun reviewing each modification proposal in full, looking at how each would fit into future releases from a design and operational aspect, and that it would keep the release profile of modifications under review.

The Panel:

- **NOTED** the contents of this paper; and
- **AGREED** to the revised Modification Proposals timetables.

14. Modification Proposals – Initial Modification Report SECMP0043

SECAS presented the Panel with the Initial Modification Report (IMR) for SECMP0043 – Modification to Services Force Majeure Provisions, noting that it had been raised by the DCC on 30th November 2017.

In addition to the areas listed in the IMR, the Panel requested that the Working Group ensures that the trigger point for the timescales commencing is very clearly defined, that it is clear who defines a Services Force Majeure event, and that it considers whether the timescales being proposed are appropriate.

The Panel:

- **AGREED** that SECMP0043 be submitted into the Refinement Process to be assessed by a Working Group;
- **AGREED** the Working Group Terms of Reference;
- **AGREED** the progression timetable; and
- **AGREED** that SECMP0043 should be progressed as a Path 2 Modification Proposal.

15. BEIS Update

The Panel were provided with an update on the forthcoming consultations and upcoming key milestones from BEIS, including a consultation on designation of Technical Specifications, Release 2.0 SEC Changes and a response to the Non-Domestic package consultation.

The Panel **NOTED** the update.

16. DCC Update

The DCC presented the Panel with an update on the activities undertaken by the DCC since the last Panel meeting. This included a general update on the SMETS1 and Release 2.0 programmes, the DCC consultation pipeline and upcoming DCC engagements. A confidential update was also provided on BCDR, UIT and Major Incidents. Further information can be found in the Confidential Minutes for this meeting.

The Panel **NOTED** the update.

17. DCC Reporting

The Panel were provided with a paper that includes reports issued to the Panel from the DCC as required by the SEC. It was noted that the Operations Group would provide a summary to the Panel at the January 2018 Panel meeting.

The Panel **NOTED** the contents of the paper.

18. Operations Report – November 2017

The Panel were presented with the Operations Report for November 2017. The report provided an outline of the SECAS activities undertaken by the SECAS team in support of the SEC. Headline items from each of the Sub-Committee meetings held in the month were also provided.

SECAS informed the Panel that the new SEC Website is now live, and that Users member logins were being migrated over to the new website.

The Panel **NOTED** the contents of the paper, which included a breakdown of days by driver, product and grade.

19. Security Assurance Status Update

SECAS provided the Panel with the monthly confidential update on the Assurance Statuses set by the Security Sub-Committee following the November 2017 Panel meeting.

The Panel **NOTED** the decisions made by the SSC on the Parties' Assurance Statuses as set out in the Confidential paper.

20. Smarter Markets Project Update

SECAS provided an overview of the developments and work undertaken in August 2017 in support of the Smarter Markets project.

The Panel **NOTED** the update.

21. Transitional Governance Update

SECAS presented the Panel with an update from the transitional governance entities and other smart metering related meetings and workshops attended by the SECAS in the last month.

The Panel **NOTED** the contents of the paper.

22. SEC Panel Activity Planner

The Panel were presented with the SEC Panel Activity Planner as a standing agenda item. The Activity Planner provides a high-level overview of the forthcoming Panel activities, and a forward look at Panel agenda items for the next three months based on the latest information available.

The Panel **NOTED** the contents of the paper.

23. SEC Party Update

SECAS informed the Panel of the Parties who have officially completed the User Entry Process as described in SEC Section H1.10 and confirmation of Parties that have completed various testing activities as required by the SEC.

The Panel noted that the following organisations would be admitted as Parties to the SEC following countersignature of their Accession Agreements by the SECCo Board:

- Ampower UK Ltd (Small Supplier);
- Fulcrum Electricity Assets Limited (Electricity Network); and
- Flonidan A/S (Other SEC Party).

24. Any Other Business

SECAS informed the Panel that it had received requests from Suppliers to publish Parties who have completed User Entry Process Testing. The Panel did not support the request, noting there was no benefit or requirement under the SEC to publish this information. It was noted that SECAS could be contacted if information was required about a certain Party, but that consent would have to be given by the concerned Party first before the information could be released.

A Panel Member requested that the Panel receive updates regarding current security and risk matters being raised at the Security Sub-Committee. The Panel **AGREED** for SECAS to review a pragmatic way in getting this information to the Panel.

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

ACTION SECP51/07: SECAS to develop a pragmatic approach to providing the Panel with visibility of the current security and risk status of the SSC.