SECAS Guidance Notes: Keeping up to date with SEC Change

Contents

1.   Introduction

If you want to keep on top of the progress for any Smart Energy Code (SEC) changes you are interested in, there are a number of ways for you to do so. This document tells you how to stay up-to-date and get involved with the modification framework.

2.   Modification updates

2.1   SEC Modification Register

The **SEC Modification Register** provides an overview of each modification and sets out the next steps for progression, including any upcoming consultations and Working Group meetings and any other key milestones. It also shows you which SEC Release each modification is targeting for implementation.

The SEC Modification Register can be accessed through the Smart Energy Code Administrator and Secretariat (SECAS) website [here](#).

SECAS Guidance Notes: Keeping up to date with SEC Change
November 2022
Version 2.0

Managed by

Gemserv

Corporate member of Plain English Campaign
Committed to clearer communication
592

Page 1 of 4

This document has a Classification of Clear

2.2 Modification webpages

Modification webpages provide all of the detailed information for each modification. They can be accessed here, and contain all published documentation relating to a modification, including:

- the Modification Report;
- business requirements and solution documents;
- consultations (and summaries of responses); and
- legal text drafting.

Helpful Tip
Whilst the Modification Register provides a great overview of progression timings and latest news, the webpages contain the detailed documentation for you to review.

The Modification Report contains a progression timetable which sets out when the modification is likely to reach its key milestones. While these are always subject to change, they provide an overview of the expected steps required to implement the modification, including Sub-Committee meetings and consultations.

2.3 Open Industry Consultations

The **Open Industry Consultations** webpage provides links to all the current Open Industry Consultations from the Smart Energy Code (SEC), Office of Gas and Electricity Markets (Ofgem), Department for Business, Energy and Industrial Strategy (BEIS), Data Communications Company (DCC), Smart Meter Device Assurance (SMDA) Scheme and Market-wide Half Hourly Settlement (MHHS). There are links to the complete lists of industry consultations for BEIS, DCC and Ofgem, as well as responses to closed consultations from DCC and Ofgem. They can all be accessed through the SECAS website here.

2.4 Newsletters

SECAS distributes a monthly newsletter which contains a summary of all newly raised proposals and any modifications which have open consultations. If you wish to be added to the newsletter distribution list, you can send a request via email to secas@gemserv.com or subscribe through the 'Newsletter Signup' form, found in the bottom right-hand corner of all pages on our website.

3. Getting involved

The more Parties that get involved with the modification framework, the easier it becomes to develop solutions that work for everyone, identify any key issues and build robust business cases. Therefore, we encourage Parties to **engage** as much as possible.

To help, we have set out below the ways in which you can engage with the SEC Modification framework so you can decide which options work best for **you**.

SECAS Guidance Notes: Keeping up to date with SEC Change
November 2022
Version 2.0

Managed by

Gemserv

Corporate member of Plain English Campaign
Committed to clearer communication
592

Page 2 of 4

This document has a Classification of Clear

3.1   Working Groups

Working Groups are held on the first Wednesday of every month, which you can attend in person or via teleconference. They are an opportunity for you to input on a proposal's strawman solution and discuss any thoughts or issues with the Data Communications Company (DCC), the Proposer and other interested SEC Parties. The sessions are used to provide sounding boards to help develop and assess robust solutions that will ultimately go on to become the solutions for the proposals.

Further information on Working Groups can be found in our Working Group Guidance document, available on our [website](#).

3.2   Sub-Committee meetings

The Proposer of a modification will always receive an invite for **Sub-Committee meetings** when their modification is on the agenda for discussion. These meetings allow the relevant expert groups to provide input on a modification and the Proposer's interaction with this allows for a more valuable discussion.

3.3   Refinement Consultations

Refinement Consultations are issued to all SEC Parties during the solution development. They gather information to help refine the Proposed Solution and to better understand the **impacts** and **costs** of change on Parties, so that the business case can be fully assessed.

We aim to issue all consultations for at least 15 Working Days to give Parties a reasonable time to respond. If you are unable to provide a formal response using the form attached to the consultation, we would still welcome your views, whether they are provided via email or over the phone. We will capture these in the Modification Report.

3.4   Modification Report Consultations

Modification Report Consultations are issued as part of the **decision-making process** with the purpose being to gather the views of Parties to help inform the final vote on implementing the modification. They simply ask whether you agree if a modification should be approved. This consultation is not designed to address issues with the solution design, as by this stage the modification's solution is final.

Helpful Tip
If you have concerns about a **solution** or wish to help shape the **solution design** you should get involved with the Working Group or respond to the Refinement Consultation.

SECAS Guidance Notes: Keeping up to date with SEC Change
November 2022
Version 2.0

Managed by
Gemserv

Corporate member of
Plain English Campaign
Committed to clearer
communication
592

Page 3 of 4

This document has a Classification of Clear

3.5 Contact the SEC Change Management team

Contacting us directly is another way to get involved in the modification framework. We publish proposals, business requirements and legal text for input outside of formal consultations, and we strongly encourage people to **comment at any stage**. There is no need to fill in forms or response documentation, just give us a call or send an email to sec.change@gemserv.com and we will ensure your thoughts are fed into the process. All feedback is captured in the Modification Report.

You can also contact each of the Lead Analysts directly by finding their names on each of the modification webpages.

SECAS Guidance Notes: Keeping up to date with SEC Change
November 2022
Version 2.0

Managed by

Gemserv

Corporate member of
Plain English Campaign
Committed to clearer communication
592

Page 4 of 4

This document has a Classification of Clear