User Guidance

Certificate Signing Request forecasting

Version: 1.2
Date: 06.06.22
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Classification: DCC Public

Document Control

i.   Revision History

Revision Number	Revision Date	Summary of Changes	Name
1.0	08/04/2022	Version used as baseline for User Guidance document	Graeme Liggett
1.1	05/05/2022	Refined text	Elizabeth Woods
1.2	06/06/2022	Refined text	Elizabeth Woods

ii.   Related Documents

Document	Version	Author	Date
Smart Energy Code (SEC)	59	SECAS	24th March 2022

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1. Introduction

This User Guidance Certificate Signing Request Forecasts document makes provision for such matters as are described in Section L 'Smart Metering Key Infrastructure and DCC Key Infrastructure' of the Code, and provides further processes and detail required to facilitate those matters.

This CSR forecast supports the TSP in their drive to meet the required service levels and enables them to match the number of available CSRs to the number of CSRs to be sent in the following months.

The DCC will produce a single CSR forecast (covering the following six months) and a single variance report each quarter (covering the previous three months) for Panel. This single CSR forecast will account for CSRs to be sent in the following six months by both Parties and Service Providers. Historically, these separate Party and Service Provider forecasts were produced independently and then aggregated, but for efficiency a single forecast will be produced.

1.1. DCC Responsibilities

In summary these publications will include

1. A six-month forecast of the number of CSRs that Parties and Service Providers will (collectively) send in each of the six months following the end of the month in which such forecast is provided. This forecast will also report on the number of available CSRs through the forecast period. This forecast report will set out and comment on expected future CSR volumes and will be published on SharePoint as a PDF document.

2. A CSR forecast accuracy report that sets out the number of CSRs that Parties and Service Providers (collectively) sent during each of the previous three months. This will evidence the accuracy of previous forecasts and identify steps to improve future forecast accuracy. This variance report will review and comment on the variance between actual and forecast CSR volumes and will be published on SharePoint as a PDF document.

   The DCC target monthly forecast accuracy is +/-20%, which compares to Party historic monthly forecast accuracy between +/- 20% to +/- 40%. Unlike other Service Providers, the TSP contract carries no obligated target forecast accuracy.

   This document, which will be published on SharePoint, is intended to provide Users with guidance in meeting the mandatory requirements of the SEC. Please note that the DCC has supplied this guidance based on their knowledge at the time of writing. DCC would welcome ongoing feedback on how the contents can be improved.

2. Data Summary

The volume of CSRs sent by Parties is relatively stable, varying between 2 million and 3 million each month. The exception to this is February, due to it being a shorter month.

Figure 1: Monthly CSR Volumes
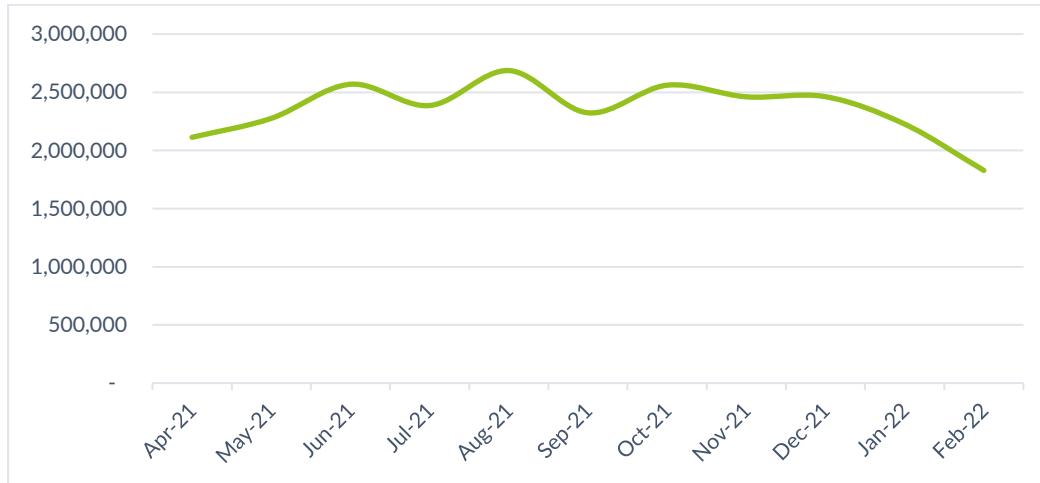
This stability in monthly consumption of CSRs allows the TSP to manage its pool of available CSR's. As shown in Figure 2, available CSRs measured in months of consumption has fallen from 18 months in April 21 to 5 months in February 22. In March, the TSP replenished its pool of available CSRs, in April 2022, the equivalent of 21 months of consumption of CSR are now available.

Figure 2: Available CSRs (Measured in Number of Months of Consumption)
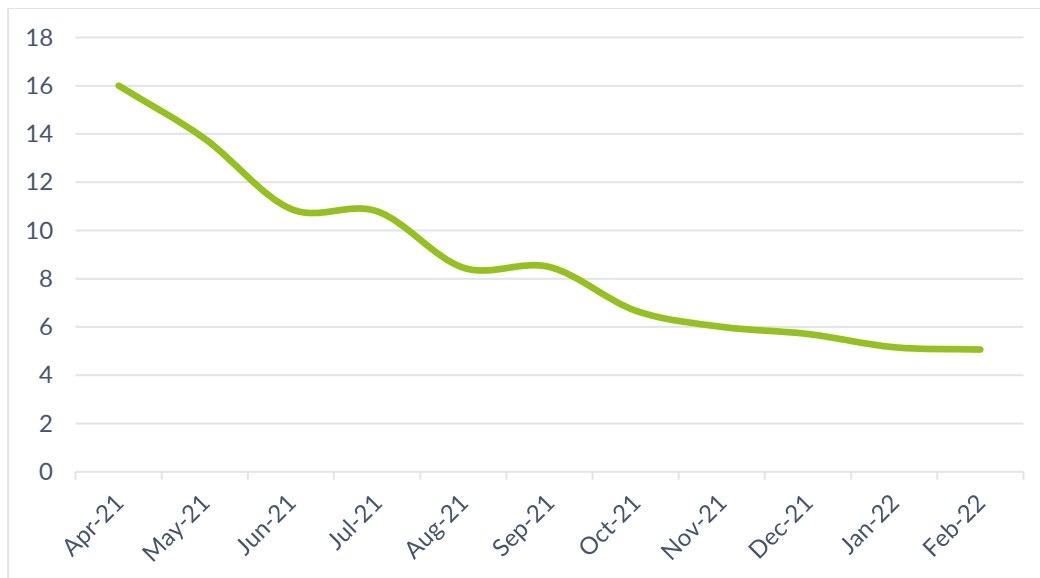
3. CSR Forecast User Guidance Certificate Signing Request Forecasts

3.1. Overview

The DCC will produce a single CSR forecast (covering the following six months) and a single variance report each quarter (covering the previous three months) for Panel. This single CSR forecast will account for CSRs to be sent in the following six months by both Parties and Service Providers.

The DCC shall:

a) by the 15th working day of January, April, July and October publish a CSR Forecast, covering the six months following the month of publication

b) by the 10th working day of February, May, August, November publish a report on the accuracy of the six-month CSR Forecast covering the previous three months, before the month of publication

Each of these documents will be published on SharePoint and available to the Panel and all Users; CSR Variance - All Documents (sharepoint.com)[1]

3.2. User Responsibilities

The input Parties may provide into the process is documented in Section L 8 - SMKI Services: Managing Exceptional Demand, this input will help the DCC in reducing uncertainties in future demand and improve forecast accuracy. Forecast accuracy is dependent on an understanding of Parties expectations and changes in behaviour.

Section L 8 - SMKI Services: Managing Exceptional Demand

- L8.7   An Authorised Subscriber will be considered to have exceptional demand if it is aware that the number of Certificate Signing Requests which it will send in a month will increase by 150% or more (50% above) compared to the average number of Certificate Signing Requests sent in each of the previous [3] months.

- L8.8   Each Party which is an Authorised Subscriber in accordance with the Device Certificate Policy shall, if it becomes aware of exceptional demand, provide the DCC with a forecast of the number of Certificate Signing Requests which it will send in the relevant month.

The DCC will monitor CSR volumes for indicators of changing behaviours. Clarification through Party or Service Provider reviews or directly through Service Management contacts may be sought where the number of Certificate Signing Requests sent in a month increases by 150% or more (50% above) compared to the average number of Certificate Signing Requests sent in each of the previous three months.

Parties are asked to notify the DCC Service Desk via email to ServiceCentre@smartdcc.co.uk where the number of Certificate Signing Requests sent in a month is expected to increase by 150% or more (50% above) compared to the average number of Certificate Signing Requests sent in each of the previous 3 months.

4. Guidance Governance

Any proposed changes to this User Guidance Certificate Signing Request Forecasts document must first adhere to the following governance requirements prior to publishing.

Where Panel, its delegated authority or a SEC Party ask for an amendment to the Guidance document, that change should be workshopped at SEC Panel or its delegated authority.

- DCC are responsible for drafting changes to the User Guidance Certificate Signing Request Forecasts document

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[1] Link path -
https://capitaitservices.sharepoint.com/sites/LIVEDCC/PARTIES/SECAS/Forms/AllItems.aspx?RootFolder=%2Fsites%2FLIVEDCC%2FPARTIES%2FSECAS%2FDownloads%2FSMKI%20Reports%2FCSR%20Variance&FolderCTID=0x0120003806AA6D7E4195419BC1FD823B45CDD8&View=%7B7CD4FE3D%2D3DA8%2D4913%2DB5EB%2D0B952134DF8F%7D

- The drafted changes should be presented to the SEC Panel or its delegated authority for review and approval. At the guidance of the Panel these changes can be shared with all Users for consultation
- DCC are responsible for publishing the updated User Guidance Certificate Signing Request Forecasts document to SharePoint and removing superseded versions
- DCC will act as an intermediary to resolve any issues.