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Solution Design Specifications

SECMP0034:

Changes to the SEC Section D for DCC analysis provisions

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Summary

Currently, the Smart Energy Code (SEC) does not recognise the Data Communications Company's (DCCs) Preliminary Assessment (PA) and Impact Assessment (IA) processes. This modification seeks to update SEC Section D 'Modification Process' to ensure:

- the DCC PA and IA processes are recognised;
- there are clear delivery timescales and/or methods for setting such timescales; and
- associated progress reporting to the SEC Panel

Impacts



- DCC
- SEC Panel
- SECAS
- There are no impacts on other SEC Parties, DCC Central Systems or Party interfacing systems.

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1. Business Requirements

This section sets out the detailed business requirements for SECMP0034.

Requirement 1	
Definitions associated with DCC Assessments to be added to the SEC	
1.1	<p>The term 'DCC Preliminary Assessment' (DCC PA) will mean an assessment of a Modification Proposal conducted by the DCC to indicate/confirm:</p> <ul style="list-style-type: none"> • whether a Modification Proposal will impact the DCC and/or its systems; • expected impacts; • cost to perform a DCC Impact Assessment; and • rough order of magnitude to include costs to deliver the required changes. <p><i>It should be noted that the definition of 'DCC Preliminary Assessment' set out in the legal text will not be worded in the same way it is specified in this 1.1. This is because 1.1 specifies the requirements for the definition, not the legal wording/approach that should be used to deliver the intent.</i></p>
1.2	<p>The term 'DCC Impact Assessment' (DCC IA) will mean a full and formal assessment of a Modification Proposal conducted by the DCC which will provide:</p> <ul style="list-style-type: none"> • detailed information on impacts; • constraints and timescales for making the required changes, testing of central systems and delivery; • estimated implementation costs; and • any estimated ongoing operational costs. <p><i>It should be noted that the definition of 'DCC Impact Assessment' set out in the legal text will not be worded in the same way it is specified in this 1.2. This is because 1.2 specifies the requirements for the definition, not the legal wording/approach that should be used to deliver the intent.</i></p>
1.3	<p>The term 'Urgent DCC Assessment' will mean an urgent assessment of an Urgent Modification Proposal conducted by the DCC and will provide the following:</p>

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	<ul style="list-style-type: none"> • information on impacts; • constraints and timescales for making the required changes, testing of central systems and delivery; • implementation costs; and • any ongoing operational costs. <p>An Urgent DCC Assessment can only be used for an Urgent Modification Proposal where the Authority has approved the urgent status.</p> <p><i>It should be noted that the definition of 'Urgent DCC Assessment' set out in the legal text will not be worded in the same way it is specified in this 1.3. This is because 1.3 specifies the requirements for the definition, not the legal wording/approach that should be used to deliver the intent.</i></p>
1.4	<p>The term 'DCC Assessments' will refer to DCC Preliminary Assessments and DCC Impact Assessments.</p> <p><i>It should be noted that the definition of 'DCC Assessments' set out in the legal text will not be worded in the same way it is specified in this 1.4. This is because 1.4 specifies the requirements for the definition, not the legal wording/approach that should be used to deliver the intent.</i></p>

Requirement 2

Standard timescales for DCC Assessments

2.1	<p>The standard timescales for the delivery of DCC Assessments will be as follows:</p> <ul style="list-style-type: none"> • 15 Working Days for PA (maximum) • 40 Working Days for IA (maximum) <p>Urgent DCC Assessment timescales will be determined by the Panel when the Urgent progression timetable for an Urgent Modification Proposal is considered, prior to it being decided upon by the Authority.</p>
2.2	<p>From the point at which the DCC confirms that a DCC Assessment has been accepted the DCC must return its completed assessment within the required timescales.</p>

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Requirement 3

Requesting and submitting additional information to support DCC Assessments

3.1	Within 5 Working Days from receiving a DCC Assessment request, the DCC shall confirm with SECAS whether additional information is required to complete the DCC Assessment.
3.2	SECAS shall supply such requested additional information to the best of its abilities to the DCC, with input from the Working Group and the Proposer where necessary.
3.3	Following receipt of the required additional information the DCC shall inform SECAS whether the DCC Assessment has been accepted.

Requirement 4

Revised DCC Assessment Timescales

4.1	<p>Should the DCC, following review of the DCC Assessment request submitted by SECAS, feel that the standard timescales are unachievable, the DCC must inform SECAS as soon as possible and include:</p> <ul style="list-style-type: none"> • rationale as to why the standard timescale cannot be achieved • a timescale that can be achieved • rationale as to why the DCC believe it will achieve the revised timescale
4.2	Once the information in 4.1 has been received, SECAS will inform the WG of the proposed revised timescale and ask members to confirm whether they are happy to proceed.
4.3	The WG must by majority agree with the revised timescale for it to be accepted as the DCC Assessment timescale for that Modification Proposal.
4.4	<p>The decision to amend the DCC Assessment timescale will be referred to the Panel where:</p> <ul style="list-style-type: none"> (a) The Working Group is unable to reach a majority decision; or (b) The Working Group is able to reach a majority decision but the amendment to the DCC Assessment timescale will result in an

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	amendment to the progression timetable (in accordance with Section D3.11).
4.5	Should the Panel by majority approve the revised timescale it will be accepted as the DCC Assessment timescale for that Modification Proposal
4.6	Should the Panel by majority reject the revised timescale it must agree by majority a timescale the DCC must deliver the DCC Assessment in (having considered the rationale as to why the DCC could not meet the standard timescale).
4.7	Should the DCC be unable to meet a revised timescale it must inform SECAS as soon as possible providing rationale as to why the revised timescale cannot be met.
4.8	SECAS will inform the Panel of the DCC rationale and why it cannot meet the revised timetable.

Requirement 5

Introduction of additional DCC reporting requirements

5.1	The DCC will report to the SEC Panel each month the status of DCC Assessments and Urgent DCC Assessments.
5.2	The DCC will report which modifications are with the DCC for assessment and whether they are with the DCC for PA, IA or Urgent DCC Assessment.
5.3	<p>The DCC will report details of where agreed timescales cannot be met for DCC PAs, IAs or Urgent DCC Assessments. This reporting will include the following:</p> <ul style="list-style-type: none"> a clear explanation as to why there is a delay proposed revised delivery timescales and whether they have been or are yet to be approved by the WG (or the Panel should a WG not have agreed on revised timescales or those timescales impact the overall progression timetable for the modification) what mitigations are being taken to ensure the DCC will be able to deliver any revised timescales

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	<ul style="list-style-type: none"> any actions that have been taken by the DCC to improve internal DCC Assessment and analysis processes
5.5	The SEC Panel from time to time may request that the DCC provide additional reporting information. Any such additional reporting information shall be requested a month ahead of the meeting it is to be presented at.

Requirement 6

Urgent DCC Assessments

6.1	In the case of an Urgent Modification Proposal being raised, the Panel shall request that an Urgent DCC Assessment (if required) be delivered in shorter timescales to that of the standard timescales set out in Requirement 2.
6.2	The SEC Panel must by majority agree a shorter timescale for the delivery of an Urgent DCC Assessment.
6.3	Should the DCC be unable to deliver an Urgent DCC Assessment within the Panel agreed timescale, the DCC must notify the SEC Panel as soon as possible.
6.4	The SEC Panel must by majority agree a revised timescale for the delivery of an Urgent DCC Assessment.

Requirement 7

Introduce additional reporting requirements for DCC Assessments and Urgent DCC Assessment in the DCC's Targeted Service Levels

7.1	<p>Currently, the DCC shall, within 25 Working Days following the end of each Performance Measurement Period, produce a report setting out the Service Levels achieved in respect of each Performance Measure.</p> <p>Such report (as per this required) must now include:</p> <ul style="list-style-type: none"> how many DCC Assessments and Urgent DCC Assessments were requested how many DCC Assessments and Urgent DCC Assessments were delivered within agreed timescales and how many were not
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- how many DCC Assessments and Urgent DCC Assessments required revised timescales and whether the timescales were met

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