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Operations Report – February 2018

1. Purpose

The Operations Report is a monthly update based on SECAS activities in support of the SEC. It includes a breakdown of days by driver, product, and grade and provides commentary related to the activities undertaken by the SECAS team in February 2018.

2. Recommendation

The Panel are requested to **NOTE** the contents of this paper.

Hollie McGovern

SECAS Team

2nd March 2018

Attachments:

Appendix A - SECAS Time Apportionment Categories

Appendix B - Testing Update SREPT (Amber)

Appendix C - Testing Update UEPT (Amber)



SECAS Operations Report

February 2018

1. Market Entry and Exit

This section provides an update on the progression of Users entering the market over the last month and those that have left. This month's update includes:

- Accessions;
- Parties who have completed the User Entry Process; and
- Parties who have completed testing activities.

1.1 Accessions

There are no new Applicants that will accede to the SEC this month

1.2 User Entry Process (UEP) completion

In order to access DCC services, eligible Users must fulfil a list of requirements that are detailed in SEC Section H1: User Entry Process. Once the requirements have been fulfilled, a Party must send evidence of the completion of these activities to SECAS.

Since the last SEC Panel meeting, the following SEC Parties have completed the UEP:

SEC Party	Party Category	DCC User role(s)	Date of UEP completion
Spark Energy Supply Ltd	Small Supplier	Import Supplier, Export Supplier and Gas Supplier	23/02/2018
Affect Energy Ltd	Small Supplier	Import Supplier, Export Supplier and Gas Supplier	27/02/2018

Table 2: Parties that completed UEP since the last SEC Panel meeting

1.3 Testing Update

SMKI and Repository Entry Process Testing (SREPT)

Since the last SEC Panel meeting three SEC Parties successfully completed SREPT. Details are contained in Appendix B.

Completion of the User Entry Process Testing (UEPT)

Since the last SEC Panel meeting, 13 SEC Parties have successfully completed UEPT for a total of 34 User Roles. The details are provided in Appendix C.

1.4 Membership

Statistics for the number of accessions, Defaulting Parties, withdrawals and expulsions of SEC Parties over the last 12 months are detailed below:

	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18
Accessions	3	3	13	9	3	7	8	6	3	3	1	3
In Default	0	0	1	0	0	0	0	0	0	0	0	0
Withdrawals	0	1	0	0	1 ¹	0	0	0	1	0	0	0
Expulsions	0	0	0	1 ²	0	0	0	0	0	0	0	1 ³

Table 3: SEC Party Statistics

At the end of the reporting month, there were **286** Parties to the SEC representing **226** Voting Groups:

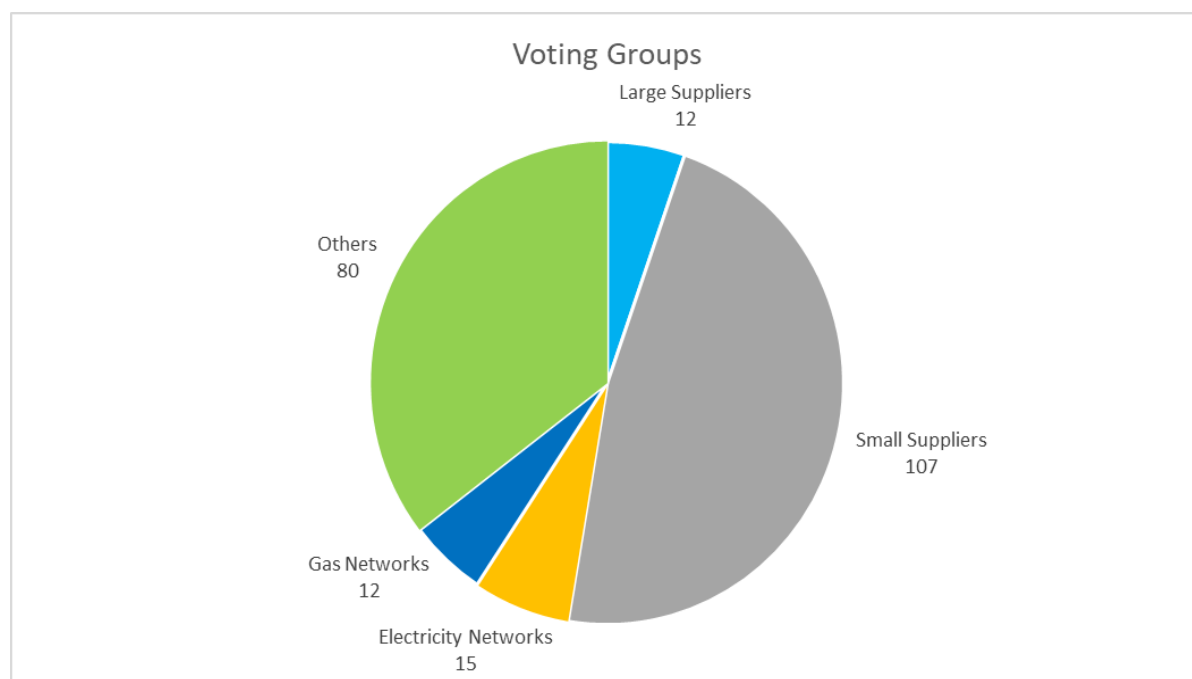


Figure 1: Breakdown of SEC Voting Groups

¹ CNG (Group) Limited voluntarily requested to be withdrawn.

² This expulsion was due to the company Enterprise Gas Ltd being dissolved.

³ This expulsion was due to the company Future Energy (Supply) Ltd ceasing trading.

2. Monthly SECAS Highlights

2.1 Change and Release Update

- SECAS are progressing the Section D Review, looking at ways to improve the modifications process under the SEC to make it more efficient. SECAS facilitated a successful workshop on 13th February 2018, which was attended by several industry participants. Following the workshop, a straw man solution is being developed, based on the discussions held. SECAS intends to issue a wider consultation on this and to seek any further views from industry participants during March 2018. The conclusions and recommendations will then be brought to the April 2018 Panel meeting.
- Following the approval of the Panel Release Management Policy in February 2018, SECAS are developing a draft Release Implementation Document for the two Modification Proposals currently due to be implemented in June 2018, and plan to bring a draft of this to the Panel for comment at its April 2018 meeting. SECAS are also working with DCC to develop the enduring processes for allocating modifications to releases in line with the policy and have started the planning for the potential June 2019 SEC Release.
- SECAS have implemented two Secretary of State-directed designations into the SEC during February 2018. Alongside this, SECAS are collaborating with BEIS to develop and agree improvements to the approach and process for future designations.
- There are currently 28 open modifications in the Modifications process. SECAS are on track to deliver the Draft Modification Reports scheduled over the next few months in line with the timetables agreed by the Panel in December 2017.

2.2 Technical Support Update

- SECAS are continuing to draft the necessary changes to the Business and Technical Architecture documents, with the constituent changes that make up Release 2.0 (in the form of transitional Issue Resolution Proposals and approved Modifications SECMP0006 and SECMP0008);
- SECAS are preparing updates to the Effectiveness Review Survey and its communication plan, based on the Operations Group and TABASC feedback for it to be issued in April 2018.
- Following a request from BEIS, SECAS have been preparing updates to the Technical Specifications, including IRP driven updates to GBCS and DUIS as well SECMP0006 required updates to SMETS to commence EU notification under Directive 2015/1535/EU; and
- The testing documentation associated with Release 2.0 (R2.0) and the SMETS1 Services Release are continuing to be reviewed, which have informed updates to the Panel covering recommendations on the exit criteria for SMETS1 System Integration Testing (SIT), views on SMETS1 Interface Testing (IT) and a recommendation on R2.0 User Interface Testing (UIT) Approach Document Entry and Exit criteria in March 2018.
- SECAS published the Deployed Products List to the SEC Website twice in February 2018, following the updates being generated by the DCC.

2.3 Security Update

- Following the SECCo Board approval of the End to End Security Risk Assessment in February 2018, SECAS have been working with Actica to begin the process, a

presentation was completed at the 28th February Security Sub-Committee with a Risk Workshop arranged for March.

- SECAS continue to support Users throughout the Security Assessment Process and preparations are underway to provide additional engagement sessions with Suppliers preparing to undergo assessments Initial Full User Security Assessments.
- The first update of the Security Architecture Document (SAD), as required by SEC Section G7.16 (d), has now been completed and preparation is now underway for SECAS to continue to update the document to incorporate Release 2.0 (R2.0).

2.4 Party Support Update

- SECAS hosted a Network Party round-table engagement on 20th February 2018 which provided Network Parties a dedicated session to receive updates on the SEC, provide SECAS feedback on what their needs and interests are, and share information and experiences. Feedback suggests that the Parties found the day useful, and that holding two sessions per year for Network Parties would be beneficial for all. SECAS continue to action feedback to make the sessions as valuable as possible for Network Parties.
- Preparations are underway for the Spotlight on the SEC Seminar scheduled for 8th March 2018. This Seminar will include presentations from the Alternative HAN Forum, and update from the DCC, and a presentation from a Small Supplier, sharing their experience of becoming a Live DCC User.
- The Party Support team are working with the Security team to deliver a feedback survey for the SEC Parties that have undertaken their Security assessments. The first batch of feedback will be delivered to the SSC in late March 2018, and Panel in April 2018.
- SECAS continue to assist Parties with all general queries pertaining to the SEC. The majority of enquiries in February 2018 relate to the DCC User Mandates and the User Entry Process. The outcomes of the BEIS non-domestic Supplier User mandate are also of interest.

3. SECAS Time Devoted by Driver

The total number of resource days in February 2018 was **504.61**. The division of effort within the reporting month is shown at Driver level below:

	Driver	Days
Core	Panel/Board and Sub-Committees	280.89
	Party Support	57.07
	Configuration Management	12.60
	Knowledge	7.50
	CIO	0.67
	General Operations	9.10
	Transitional Governance	7.48
	Website	2.17
	Reporting	0.27
	Design	1.47
SECAS Projects	Technical Governance Expertise	28.90
	Security Governance Expertise	58.30
	Website Enhancements	0.00
	Technical Specifications Handover	0.00
Projects	Centralisation Projects/Smarter Markets	36.67
	DCC Live and Post Live Support	0.00
	Annual Security Obligations	1.53
	Enrolment and Adoption	0.00
Grand Total		504.61

Table 4: Division of Effort by Driver (Days Worked)

Figure 2 (on the following page) seeks to improve transparency by providing man day effort devoted to specific drivers broken down as Core Team and Community of Experts (CoE) resources.

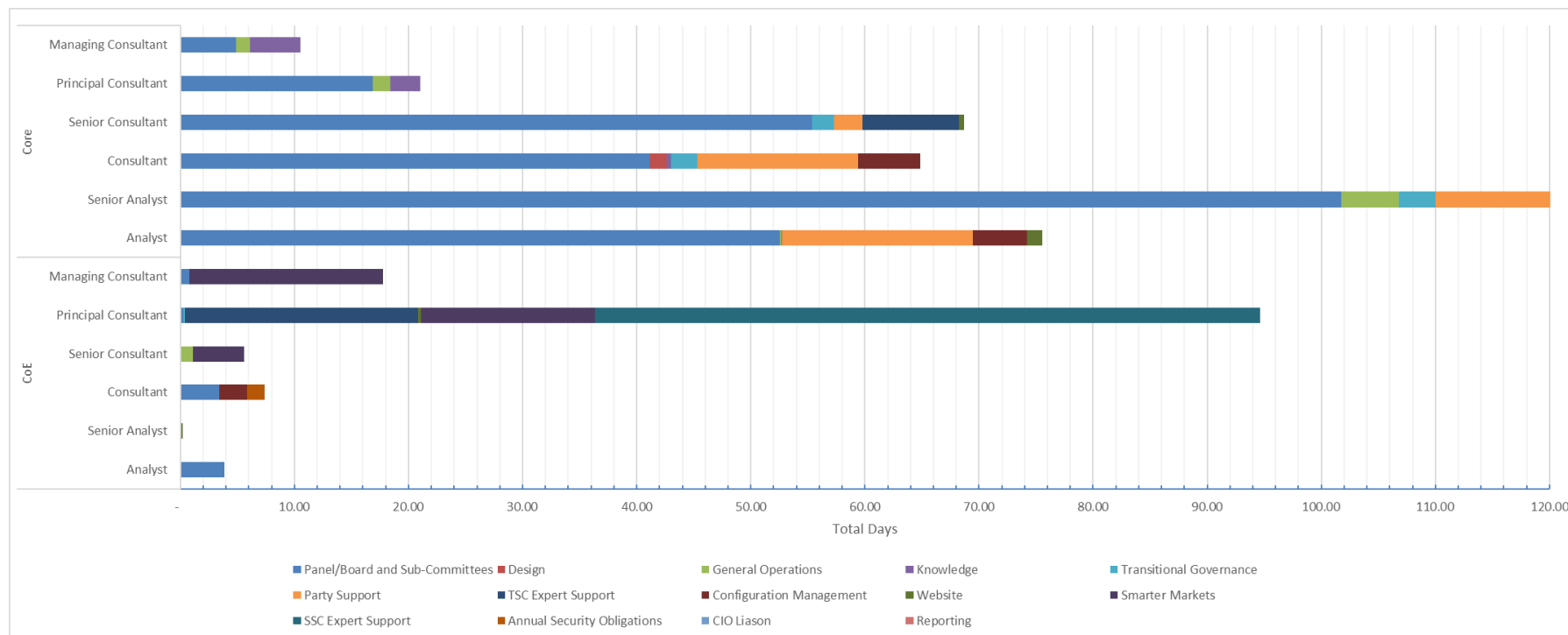


Figure 2: Time devoted to Driver by Role (Days Worked)

4. Helpdesk Activities

The SECAS Helpdesk receives enquiries via email and telephone. There were approximately **80** telephone enquiries and **1503** email enquiries to the SECAS mailbox in February 2018.

The email enquiries being raised and resolved have been grouped into the following categories with the total over the last 12 months shown:

	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sept-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18
Applications	80	55	128	125	133	113	62	72	56	32	29	38
Sub-Committees	205	131	326	233	143	116	195	237	439	116	737	481
Consultation Correspondence	1	2	3	11	1	2	0	12	4	14	15	5
Contact Info	22	118	40	91	101	48	69	62	110	46	25	60
General Queries	195	130	188	111	98	102	99	113	80	102	110	90
Panel & Board Correspondence	81	97	101	140	186	299	230	111	56	23	21	34
Modifications	76	150	187	150	165	178	169	182	200	145	249	389
User CIO Assessments	226	170	107	110	350	225	246	256	375	230	359	210
Party/RDP Signifiers	12	16	16	19	4	1	5	4	4	1	4	4
Training Days/Seminars	44	16	18	6	72	83	63	76	11	0	0	57
Other	52	66	110	64	206	265	11	124	245	225	178	135
Total	994	951	1224	1080	1439	1432	1149	1249	1580	934	1727	1503

Table 5: SECAS Helpdesk Emails

5. SEC Website Update and Statistics

Below are some key statistics relating to the use of the SEC Website:

	2017										2018	
	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Visits	5,599	4,556	5,477	5,799	5,775	5,499	5,498	5,728	6,445	9,984	10,419	6,099
Page Views	16,817	14,146	16,602	17,291	17,808	16,765	15,821	16,845	19,854	25,224	28,344	22,712

Table 6: SEC Website Statistics

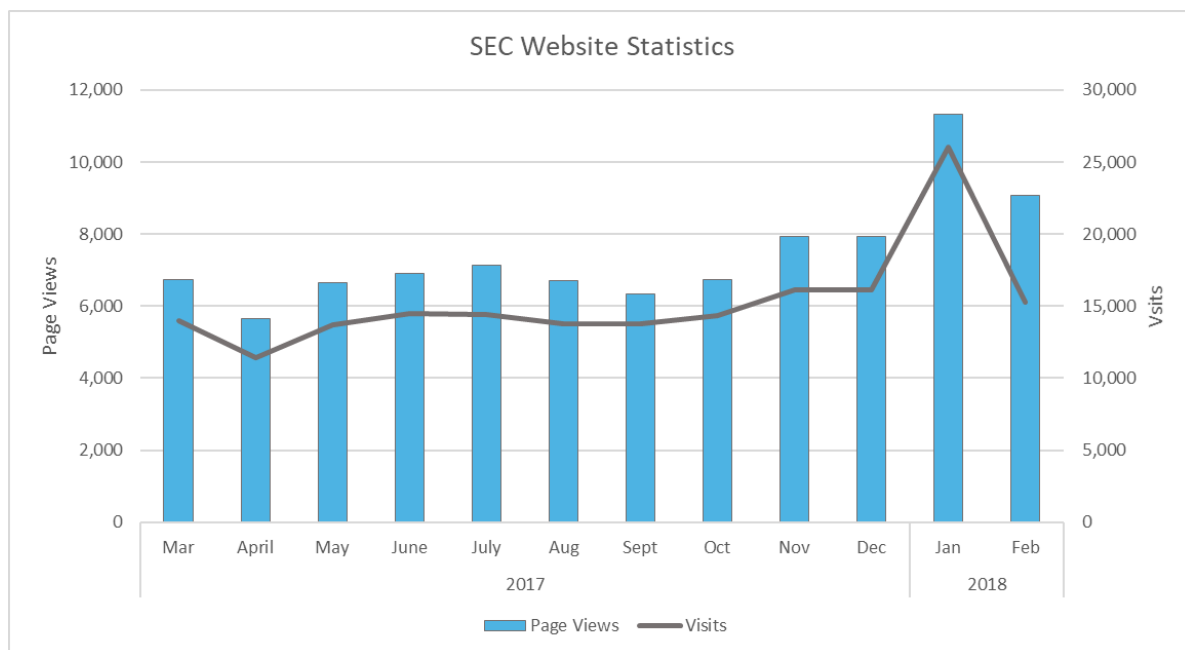


Figure 3: SEC Website Usage

6. SEC Meeting Details

The table below provides a summary of all SEC meetings over the last month. It also provides a summary of meetings attended by SECAS personnel on behalf of the SEC Panel and its Sub-Committees:

Category	Meeting	Meeting Date(s)	Summary of Events
SEC Governance Meetings	SEC Panel	09/02/2018	The Panel's regular monthly meeting. Further information on the proceedings of this meeting is available in the public minutes, available on the SEC Website .
	SECCo Board	09/02/2018	The SECCo Board's regular monthly meeting. The proceedings and minutes of the SECCo Board are confidential.
	TABASC	15/02/2018	The TABASC's regular monthly meeting. The meeting headlines are available via the link below. TABASC 27 1502 – Meeting Headlines
	SEC Change Board		There was no Change Board meeting in February 2018. The next meeting is scheduled for 21 st March 2018.
	Working Group - SECMP0027 ⁴ - SECMP0029 ⁵	16/02/2018	A Working Group teleconference took place in February 2018 to discuss the progression of SECMP0027 and SECMP0029 .
	Security Sub-Committee (SSC)	14/02/2018 28/02/2018	The SSC held two meetings in February 2018. The non-confidential meeting headlines can be found via the links below. SSC 48 1402 – Meeting Headlines SSC 49 2802 – Meeting Headlines
	SMKI PMA	20/02/2018	The SMKI PMA continue to meet on a monthly basis to discuss matters relating to the SMKI and other Key Interfaces under the SEC. The meeting headlines are available via the link below.

⁴ SECMP0027: Amending Service Request Forecasting

⁵ SECMP0029: Business Continuity and Disaster Recovery Testing Amendments

			<u>SMKI PMA 43 2002 – Meeting Headlines</u>
	Operations Group	27/02/2018	The Operations Group monthly meeting took place in January 2018. The meeting headlines are available via the link below. <u>OPSG 05 2702 – Meeting Headlines</u>
	Testing Advisory Group (TAG)	21/02/2018	The TAG met once in February 2018. The minutes will be available in March 2018.
	Modifications Question Hour	05/02/2018	Each month SECAS host a teleconference, offering SEC Parties the opportunity to speak to a Modifications specialist.
BEIS	Implementation Managers Forum	22/02/2018	These transitional groups continue to meet on a regular, monthly basis. Further information on all transitional meetings is available in the Transitional Governance Update paper, available as part of the monthly SEC Panel paper pack.
	Smart Metering Delivery Group	07/02/2018	
	Technical and Business Design Group	21/02/2018	
DCC	Test Design and Execution Group	13/02/2018	

Table 7: Meetings hosted and attended by SECAS

Appendix A: SECAS Time Apportionment Categories

Driver	Product	Description
Panel/Board and Sub-Committees	Panel Meetings	Activities related to Panel meetings including paper development and review, attendance at meetings, post meeting activities and costs associated with the meeting such as room hire.
	Board Meetings	Activities related to Board meetings including paper development and review, attendance at meetings, post meeting activities and costs associated with the meeting such as room hire.
	SMKI PMA Meetings	Activities related to SMKI PMA meetings including paper development and review, attendance at meetings, post meeting activities and costs associated with the meeting such as room hire.
	Change Board including Working Groups	Activities related to Change Board meetings including paper development and review, attendance at meetings, post meeting activities and costs associated with the meeting such as room hire.
	Modifications	Activities related to modifications including Critical Friend activities, pre-modification support and progression of modifications through the Modification Process.
	Security Sub-Committee (SSC) Meetings	Activities related to SSC meetings including paper development and review, attendance at meetings, post meeting activities and costs associated with the meeting such as room hire.
	Panel Chair Support	Activities to support the Panel Chair.
	Testing Advisory Group	Activities related to TAG meetings including paper development and review, attendance at meetings, post meeting activities and costs associated with the meeting such as room hire.
	Technical Sub-Committee	Activities related to TSC meeting including paper development and review, attendance at meetings, post meeting activities and

Driver	Product	Description
		costs associated with the meeting such as room hire.
	Operations Group	Activities related to Operations Group meeting including paper development and review, attendance at meetings, post meeting activities and costs associated with the meeting such as room hire.
Website	Website	Any amendments to the website, including Gemserv 1 st support activities.
Competent Independent Organisation	Competent Independent Organisation	Support for the procurement process for the CIO until December 2014 and the enduring activities from February 2016.
Configuration Management	SEC Releases	Review of consultations, preparation of SEC sections, release activities and the review/updates of guidance material as a result of the consultation/release.
	Service Catalogue	Any amendments or additions to the SEC Service Catalogue.
Party Support	Party Support	Activities undertaken to support applications including processing, communications and finance, analysing and responding to helpdesk queries, development of new guidance material, preparation and attendance at bi-lateral meetings and preparation for and attendance at SEC Party Engagement Days.
Transitional Governance	Transitional Governance	Preparation for, attendance at and post meeting activities such as Day After Reports for regular transitional governance meetings.
	Other	Other support activities undertaken to support transitional governance activities.
Reporting	Reporting	All reporting activities for SECCo, SEC Panel or other reporting requirements.
Knowledge	Knowledge	Reviewing documents from DECC, DCC and Ofgem.
Design	Technical	Analysis and solution development for new requirements within the SEC.
General	General	All other activities that do not fall into any of the above categories.

Driver	Product	Description
Projects	TABASC Technical Experts	Activities undertaken to support the TABASC from SECAS CoE resource.
	SSC Security Experts	Activities undertaken to support the SSC from SECAS CoE resource.
	User CIO costs	The costs for the User CIO outside of their undertaking of security and privacy assessments, such as document development and meeting attendance.
	Smarter Markets	Time spent on Ofgem's Smarter Markets project.
	Education and Knowledge Sharing	Provision for workshops and seminars to support SEC Parties understanding of specific topics.
	Testing	Activities undertaken by SECAS or the SEC Panel to support testing outside of planned operations.
	Website Enhancements	Provision for enhancements to the SEC Website.
	Enrolment and Adoption	Activities undertaken to support the DCC's initial enrolment and adoption project.
	Release 2 Activities	Activities undertaken to support and co-ordinate the transition for DCC-Live to Release 2. As agreed at the January 2017 Panel meeting, this driver also covers the handover of the Technical Specification Maintenance.
	DCC Live Support	Activities undertaken to resolve issues following DCC Live.
	Annual Security Risk Assessment	Activities undertaken to action the annual Security Risk Assessment, in accordance with SEC Section G7.16.
	Alternate HAN	Activities undertaken to support the development of alternate HAN arrangements.