Meeting TABASC_27_1502, 15th February 2018

10:00 – 15:55, Gemserv, 8 Fenchurch Place, London EC3M 4AJ

Technical Architecture and Business Architecture Sub-Committee (TABASC) Final Minutes

Attendees:

Category	TABASC Members
TABASC Chair	Julian Hughes
Large Suppliers	Stephen Lovell
	Rochelle Harrison
	Ashley Pocock
	Grahame Weir
	Stacey Brentnall
Small Suppliers	Andy Knowles
Other SEC Parties	Tim Boyle

Representing	Other Participants
DCC	Sylvia Ovie
Ofgem	Carmel Golden (part)
	Richard Bellingham (part)
SECAS	David Barber (part)
	Kayla Reinhart
	Laura Delargy
	Caroline Gundu (part)
	Talia Addy (part)
	David Kemp (part)

Apologies	
Electricity Networks	Alan Creighton
BEIS	John Eager
Large Suppliers	Emslie Law
Other Suppliers	Elias Hanna
Gas Networks	Leigh Page

Absent	
Ofgem	Michael Walls

1. Minutes and Actions Outstanding

The draft minutes from the January 2018 TABASC meeting were approved with minor amendments and written as final. All actions were marked as completed or on target for completion with a number of verbal updates provided, with relevant amendments to updates and action statuses recorded. The following updates were provided:

Action Reference	Update
	SECAS advised TABASC that a review of SEC Section D had commenced and that a Workshop took place on 13th February 2018 (attended by SECAS, DCC, BEIS, Ofgem, WPD, Npower, EDF Energy and TMA).
	SECAS provided information on the areas for development. The TABASC discussed possible immediate enhancements such as including short descriptions of a Modification Proposal's purpose in all communications. The TABASC Chair requested that the TABASC be consulted on any governance proposals or when specifications are involved. SECAS advised that the straw man is still in development, but a draft will be shared with the Panel at its March 2018 meeting, with an industry consultation to follow (also expected to be in March). SECAS invited TABASC Members to provide any development suggestions for Workgroup consideration as part of this consultation.
TABASC22/08 The TABASC Chair agreed to discuss with the SEC Panel Chair the DCC's involvement in modifications.	SECAS advised that a Modification Proposal will be raised to make changes to the Modification Process and to make the current processes more efficient ahead of refinement.
	The TABASC also discussed the need for fixed costs and not estimations for Modification Proposals and agreed that if cost benefit analysis is provided earlier in the process, it will be easier to make decisions. It was confirmed that members attending the Workshop also discussed lead times and the time taken to deliver modifications. SECAS noted that one of the aims of the review is to give a better idea of the cost of Modification Proposals. The DCC representative confirmed that the DCC will be producing T shirt sizing information on modifications going forward which will help to inform final decisions. However, that cost information will not be accessible until after the Impact Assessment Phase. SECAS also informed TABASC that some improvements to the Modification Process were included in the Release Management Policy, which was approved by Panel at its February 2018 meeting.
	Action **ONGOING**

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TABASC23/01 The TABASC Chair noted that further work is required between the Operations Group and the TABASC to ensure duties are not duplicated across the Sub-Committees.	A meeting took place between the Panel Chair and Sub-Committee Chairs on 23rd January 2018, to discuss the roles and responsibilities across Sub-Committees. A RASCI matrix is being developed to further clarify the duties and responsibilities of each Sub-Committee and will be discussed with the Panel Chair and Sub-Committee Chairs once completed. An update will be provided at a future TABASC meeting. Action **ONGOING**.
TABASC23/02 Following an SSC action for the DCC to conduct analysis with the TABASC to understand its approach to performing checks of anomalous change levels within Registration Data Provider (RDP) update files the DCC are requested to go to the TABASC to determine if there are any alternative ways of performing these checks.	The DCC informed the TABASC that the DCC currently carry out anomalous change levels within RDP; however, the SSC are concerned that the simple file level checks currently used are not sufficient. It was also noted that a CR has been raised to progress the recommendations in the DCC paper presented to SSC. Action **CLOSED**.
TABASC24/08 The DCC to provide further information on its approach to publishing the CR spreadsheet to industry.	The DCC informed the TABASC that they are continuing to develop an approach for publishing the information contained within the CR spreadsheet. In the interim, industry is able to request access to the CR spreadsheet via the DCC Service Desk email. The updated CR spreadsheet was provided to the TABASC under agenda item 20. Action **ONGOING**.
TABASC24/10 SECAS to develop a list of issues to the TABASC for monitoring.	The Issue Resolution Proposals (IRPs) that have been passed to SECAS to process as Modification Proposals are being tracked. SECAS are looking to group Modification Proposals based on content and anticipate Modifications will be formally raised in March 2018. A further update will be provided at a future TABASC meeting. Action **ONGOING**.
TABASC25/01 The DCC to provide a demonstration on the architecture model, specifically in relation to Release 2.0.	The DCC provided a demonstration on the DCC Enterprise Architecture Model Demonstration under agenda item 3. Action **CLOSED**.

TABASC25/02	
SECAS to contact Ofgem and request a further update to be provided on the FITs licencing work that is underway, particularly on the findings from the questionnaire issued.	Ofgem provided an update under agenda item 2 on the FITs licencing workshop. Action **CLOSED**.
TABASC25/04	
The DCC to present to the TABASC on traffic management for further consideration, in February 2018, once the work has been developed.	The DCC will present to the TABASC on traffic management at the March 2018 TABASC meeting. Action **ONGOING**.
TABASC25/06	It was noted that the DNO and E&A electricity vehicle consultation will be issued by the end of March 2018. BEIS will endeavour to share any further information that it receives, which may help inform TABASC of any need to assess impacts on the Technical and/or Business Architecture.
The BEIS representative to inform the TABASC of the electricity vehicle consultation timeline and where it will be published for further consideration.	Action **ONGOING**.
TABASC26/01	
SECAS noted that the TABASC will be added to the distribution list for receiving the DCC Planned Maintenance.	It was confirmed that SECAS will directly send the DCC planned and unplanned maintenance notifications to the TABASC, once received by the DCC. Action **CLOSED**.
TABASC26/02	It was noted that the activity planner was updated to include the SEC Issues Process as a completed activity under agenda item 8.
SECAS to update the activity planner to include the SEC Issues as a completed activity.	Action **CLOSED**.

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TABASC26/03 The TABASC requested for additional text to be added to the Business Architecture Document (BAD) and Technical Architecture Document (TAD) Project Initiation Document (PID) Appendix A 'Areas requiring amendment' to give clearer indication of progress going forward, including timelines.	More detailed updates on the progress on the Business Architecture Document (BAD) and Technical Architecture Document (TAD) Projects were included in the project update papers under agenda item 14 and 15, respectively. Action **CLOSED**.
TABASC26/04 The TABASC to review the current TAD beyond the areas identified as updates for Release 2.0.	The TABASC will be able to undertake an additional review, beyond just Release 2.0 changes, to ensure that the document is in line with the current designated Technical Specifications when it is issued for external review in March 2018. The review period will be at a minimum 20 Working Days to help accommodate this. When the draft version of the TAD is circulated for review, any additional non-Release 2.0 changes identified by SECAS will be highlighted so that the TABASC, TBEC and other interested parties can differentiate the drivers of the changes. Action **CLOSED**.
TABASC26/05 The TABASC Chair to liaise with the Panel Chair to consider who is responsible for the risks involved in the end to end process for Release 4.0.	Work is underway between the TABASC Chair and the Panel Chair in regard to R4.0 end to end risks. An update will be provided at the March 2018 TABASC meeting. Action **ONGOING**.
TABASC26/06 SECAS and BEIS to consider timeframes and responsibilities of when transitional release comes under enduring governance responsibility, noting the different cohort dates for SMETS 1 to consider.	An update was provided under agenda item 9. The TABASC noted that further update will be provided at a future TABASC meeting. Action **ONGOING**.
TABASC26/07 SECAS to share the Effectiveness Review Survey with the Operations Group to obtain any feedback on the content.	SECAS shared the Effectiveness Review Survey with the Operations Group on 23rd January for comments due 1st February 2018. An update was provided under agenda item 12. Action **CLOSED**.

	SECAS raised a Master Registration Agreement Issue Form (MIF) 254. The Issue Resolution Expert Group (IREG) considered this MIF at its meeting on Wednesday 14th February 2018. The IREG considered the potential options for addressing the issues associated with SMETS naming conventions and agreed an appropriate way forward, with one member agreeing to raise a Change Proposal (CP) to implement the changes.
	The solution agreed by IREG members is as follows:
TABASC26/08 BEIS Representative to work with SECAS and the MRA to determine the process for raising and progressing a change to J1839.	• Update the descriptions in J0483 'Meter Type' to ensure that any meter compliant with any version of SMETS will be described as per the 'family' version (i.e. if there was a version SMETS2.1.1, it would still sit under SMETS2 as the functions remain the same for that 'family' of meters. Future updates to this data item will then be made where there is a fundamental difference in functionality (future SMETS2, SMETS4 etc.).
	• IREG also discussed solution approaches associated with J1839 'SMETS Version'. They considered that a change could be made to how the field is populated (rather than extending it) to ensure that entries indicating the version of SMETS did so with 'S2' rather than 'SMETS2'. This would automatically give participants an extra five decimal places without making a material change, and they agreed this would be sensible. However, they ultimately decided not to take this approach as a change would result in retrospective data updates being required and there is not an immediate need for it now. However, it is something that could be raised in the future.
	• The IREG closed the MIF as one member agreed to raise a CP to implement the changes agreed for J0483. It is anticipated that the CP will be raised in time for the March 2018 MRA Development Board (MDB) meeting. Assuming the impact assessment will be 10 working days, it would go back for vote in April 2018 and included in the June 2018 release as a non-material change.
	SECAS noted further analysis is required to determine whether there is an impact on gas and the Supply Point Administration Agreement (SPAA). A further update will be provided at a future TABASC Meeting.
	Action **ONGOING.**

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ACTION TABASC27/01: SECAS noted further analysis is required to determine whether there is an impact on gas and the Supply Point Administration Agreement (SPAA) in relation to progressing a change to J1839 with the MRA.

2.   FITs Licensing Workshop Update

Ofgem provided the TABASC with an update from the Feed in Tariffs (FITs) Licensee Workshop which took place at the end of 2017. Ofgem noted that an optional questionnaire, circulated shortly after the Workshop had only received seven responses, which had indicated that Suppliers were not developing solutions for the challenges that they face. Ofgem acknowledged the responses and the need to set out the facts and expectations to propose a solution.

The TABASC discussed Ofgem's solution, acknowledging that certain aspects, such as FITs not requiring an export meter to have a Meter Point Administration Numbers (MPAN); however, noting it would be desirable. The TABASC noted the issue with timely availability of export MPANs however confirmed that it is a DNO responsibility to provide MPANs. TABASC acknowledged that the installations would also take time but that the technical capability is in place and that no single step in Ofgem's process was impossible to achieve. The TABASC suggested that Suppliers would benefit from identifying why FIT users are not accepting SMETS1 meters. Ofgem noted that it had input from the Smart Meter Operations Group (SMOG) which suggested that resistance was generally arising from Users believing that they are better off with the systems they already have.

The TABASC asked whether progress was being made towards an enduring solution. Ofgem confirmed that Energy UK had outlined proposed solutions from a SMETS2 perspective in a recent paper and that work is underway to work towards a solution. Ofgem noted that currently there are no regulatory barriers preventing smart export metering.

The TABASC **NOTED** the verbal update.

3.   DCC Enterprise Architecture Model Demonstration

The DCC provided a demonstration on the DCC Enterprise Architecture Model, including a high-level overview of the impacts of each release on the DCC Architecture and its interface connections.

The DCC highlighted that its Architecture Repository, which sets out the changes to how the DCC plans to carry out its architecture duties, was available for the TABASC Members to view on the DCC website upon request. The DCC Representative invited TABASC Members to email directly to request access to the document.

The DCC informed the TABASC Members that they plan to investigate the impacts of each release against the baseline architecture. A TABASC Member noted that the information and processes already put together by the DCC may be of use to SECAS in relation to the changes that are being developed to the BAD and TAD for Release 2.

The TABASC **NOTED** the verbal update.

4.   DCC Production Proving Consultation Overview

The DCC presented the TABASC with an overview of its intention to put in place changes that would enable it to act as a User for the purpose proving of the production environment to provide assurance and added confidence that its systems are working efficiently, and to proactively uncover issues before they happen to Users. The associated BEIS consultation was issued on 14th February 2018,

and covers the different options considered including recommended option (option 3) for comment and feedback.

It was noted that the Production Proving function would enable the DCC to send applicable Service Requests to all device types (deployed and installed by the DCC in the production environment that are available at that time). SRs could be sent on a daily basis, ensuring that all its systems are working as intended and to triage any User issues to reduce the impact on the User.

The DCC highlighted the features of the Production Proving function.

The TABASC discussed the benefits of all the features, with respect to proactively identifying issues as early as possible. DCC's current diagnostic capabilities are limited once in the live environment and Users may be required to replicate faults. The DCC confirmed that the system is able to capture data from large numbers of devices with regular readings.

TABASC asked for confirmation from the DCC that the production proving capability would be kept in line with new Releases and asked for confirmation that this was included in the proposed costs.

The TABASC Members noted that the implementation of costs of the program would be discussed at the SEC Section P Workshop taking place on 26th February 2018.

The TABASC noted that BEIS had issued a consultation, however not all Members had seen it. SECAS agreed to circulate the consultation.

> **ACTION TABASC27/02:** SECAS to circulate the BEIS Production Proving consultation (issued 14th February 2018) to the TABASC Members.

The TABASC Members questioned the business case for the options proposed, acknowledging the DCC's good intent to locate issues before go-live.

The DCC noted that the production proving capability would enable checks to take place on any newly deployed functionality in the production environment before it is made available to Users. However, the TABASC Members noted the tight timeframes if they were to do that and concluded that the DCC were unlikely to have sufficient time to fix any issues within the outage period and before go live. The DCC acknowledged the apprehension, stating that it may take them 24 hours for a full Release implementation which will include time to fix implementation issues. The DCC reiterated its ability to proactively uncover issues and notify Parties ahead of time. The DCC was confident that it could fix some issues within the timeframe and it was therefore worthwhile. The DCC noted that it would expect the Operations Group to closely review the business case, as it was more in its remit than the TABASC at this point.

The DCC noted that the consultation included the associated SEC legal drafting, including a new SEC Section P.

The DCC noted that the Production Proving Capability would need its own set of signifiers and identifiers, separate from those the DCC currently have and use, and would work closely with SECAS to manage them.

The DCC noted that it would not be issuing SMKI certificates but instead would be generating its own cryptographic documents for production proving and as a result the DSP functionality is not required to change. The TABASC were concerned that the function would be able to send requests to other normal consumer meters and asked DCC to confirm whether that was possible and if so what controls were in place to limit exposure.

The DCC noted that the SSC had approved the ADT values for the Production Proving, and that the next step was for the SSC to give the final sign off. The DCC discussed its timeframes and the intent to have the Production Proving capability in place for Release 2.0.

The TABASC **NOTED** the verbal update.

5. DCC Update

The DCC updated the TABASC on the recent activities noting that there was substantial work to be done ahead of the June 2019 Release and that the DCC would be requesting for the SEC Panel to decide on which Modifications should be included in the Release. The DCC also suggested that once a Modification is approved, that costs according to RID need to be clear regarding costs, timescales and testing approach documents. The DCC will be informing the Panel of its concerns on delivering the high volume of work ahead of the June 2018 deadline for the June 2019 Release.

The DCC advised that it will be requesting SEC Panel advice on the contents of maintenance releases. The TABASC were concerned that the SEC Panel was being asked for advice on issues that were beyond their expertise and questioned if the Panel were the right group for the decision without sub-committee support. The TABASC noted that without sub-committee involvement from the outset, Panel are likely to take longer to respond. The TABASC were concerned that there wouldn't be sufficient time for sub-committee involvement.

The DCC was eager to commence work on the four Modifications earmarked for June 2019 Release but acknowledged that any action needs Panel support. The TABASC was supportive of the content but suggested that the DCC should be asking the Panel for support from its Sub-Committees and that the TABASC should be involved earlier to aid what the DCC focuses on.

The TABASC discussed the current regression testing process, and the potential risks of a high volume of Users still required to carry out both User and DCC testing. The DCC acknowledged the TABASC's concern and stated that it was tracking any concerns in a log which would be kept up to date and keep the TABASC informed of any potential risks.

The TABASC **NOTED** the verbal update.

6. Sub-Committee Updates

Security Sub-Committee (SSC)

The TABASC Chair provided an update on the recent SSC activities and in particular, the SSC's recent review of the Security Architecture Document.

It was noted that a revised proposal in relation to the duty to notify went to the Community of Meter Asset Providers (CMAP) at its February 2018 meeting for discussion. It was noted that CMAP were supportive in the role of the arranger and of establishing a working relationship between the Suppliers and the meter manufacturers, although there was some concern raised at the meeting on whether the associated contracts could be amended. It was noted that an update will be provided in March, following the next CMAP meeting.

Smart Meter Key Infrastructure Policy Management Authority's (SMKI PMA)

There were no specific areas of relevance to the TABASC to note in relation to the recent SMKI PMA activities.

Operations Group

A TABASC Member provided an update on the Operations Group's recent activities, noting discussions in relation to noisy meters and noted that work was taking place between the DCC and the manufacturers to establish a clear solution.

It was noted that the DCC has met with BEAMA and agreed an approach to testing Devices for interference. The TABASC noted that the Operations Group would be updated further on the outcome at its February 2018 meeting.

The TABASC were informed that the Operations Group would also be reviewing any performance data and monitoring outcomes to be shared with the TABASC.

The TABASC **NOTED** the verbal updates.

7.   BEIS Update

Prior to the meeting, the BEIS Representative provided the monthly update via email for the TABASC's information as he was unable to attend the meeting.

TABASC noted previous BEIS consultations and conclusions that have been published and those that are up and coming, noting specifically that the DNO and E&A EV Consultation is anticipated to be published at the end of March 2018.

The TABASC **NOTED** the verbal update.

8.   TABASC Activity Planner

The TABASC were provided with the updated activity planner outlining future anticipated activities. SECAS provided a high-level overview of the ongoing activities from February 2018. It was highlighted that work is underway to complete the draft changes to the Technical Architecture Document and Business Architecture Document containing the Release 2.0 content, with the work to be completed by end of February 2018. It was also highlighted that updates to the Business Architecture Model will commence alongside the BAD drafting.

It was noted that, subject to approval of the proposal to initially issue the Effectiveness Review Survey at the end of April 2018 (as set out in Agenda Item 13), the date of the activity to undertake Phase 1 of the Effectiveness Review Survey would need to be updated subject to discussions under agenda item 13[1].

The TABASC **NOTED** the contents of this paper.

9.   TABASC Role in Transitional Releases

Following the January 2018 TABASC meeting, the TABASC agreed to further consider its role in the transitional releases. The TABASC considered whether it should limit its activities in relation to Release 2.0 and SMETS1 Enrolment and Adoption (E&A) to focusing on making the necessary updates to the Technical Architecture Document (TAD) and the Business Architecture Document (BAD), accepting the changes as agreed by BEIS and the SoS.

The TABASC discussed the interactions with SEC governance and at which point in the process it transfers to enduring governance. The TABASC Chair referenced a recent discussion with the SEC

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[1] See Agenda Item 13, where the TABASC agreed to commence Phase 1 and initially issue the Effectiveness Review Survey at the end of April 2018.

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Panel Chair, where it was suggested that handover should be expected at go-live of the Release and not to duplicate activities of transitional governance.

The TABASC agreed that it should not undertake any activities in relation to transitional releases beyond those associated with TAD and BAD maintenance in advance of go-live.

The TABASC discussed writing a letter to BEIS's transitional governance to request a formal handover of materials, covering outstanding risks, issues, defects, workarounds and work-off plans to prevent any duplication of duties. The TABASC agreed to instead highlight the discussion to the SEC Panel to allow it to decide on how best to raise the matter with BEIS, as it would be the Panel that would subsequently decide on which Sub-Committee is best placed to take on the appropriate duties and when.

ACTION TABASC27/03: SECAS to inform the Panel on TABASC's discussions on what to expect as part of the set of handover information to be provided from BEIS following the go-live of transitional releases.

SECAS highlighted that the TAG is involved in the transitional releases and they report into Panel.

The TABASC **NOTED** the contents of the paper and **AGREED** to inform the Panel that they would not undertake any additional activities in relation to transitional releases, however, would expect a formal handover from BEIS of any outstanding risks or issues that remain open as part of the handover process following the respective release going live.

10. Security Sub-Committee Security Architecture Document Review

Following the Security Sub-Committee (SSC) review of the Security Architecture Document (SAD), it has been shared with the TABASC Members (via Egress) to obtain views and feedback on the updates made, in advance of it being finalised.

The TABASC Members were requested to provide individual review feedback on the SAD by close of play on 21st February 2018 using the comments sheet provided in Egress. In addition, the TABASC was asked to consider if there is any overarching feedback to provide. It was agreed that no overarching feedback was required from a TABASC point of view.

SECAS noted the document is expected to be approved by the SSC on 28th February 2018. The SSC plans to undertake a further update to the SAD to incorporate any changes in being introduced in Release 2.0.

The TABASC **NOTED** the contents of this paper.

11. Modification Proposals for Discussion and Feedback

SECAS provided the TABASC with a general overview of the current state of Modification Proposals, with a specific update on the following modifications:

[SECMP00010 'Introduction of triage arrangements for Communication Hubs](#)

Summary

SECMP0010 seeks to permit Supplier Parties to carry out basic 'triage' checks on Communications Hubs following their removal from a consumer's property.

Status Update

SECAS informed the TABASC that the DCC returned the Preliminary Assessment (PA) to SECAS in July 2017. SECAS submitted questions to DCC requesting clarification on the information provided, to

which the DCC has provided a response clarifying the information in the PA. The latest revised delivery date provided by the DCC is 31st March 2018. SECAS will be setting up a Working Group meeting to discuss the findings from the PA and the next steps for SECMP0010.

TABASC Discussion

The TABASC noted its concerns regarding the cost of the PA previously. It was noted that the next WG meeting is anticipated for April 2018, where the cost benefit and different options to address the matter will be discussed.

SECAS advised TABASC that, at the November 2017 Panel meeting, SECAS presented a proposed 'break point' that could be introduced into the Refinement Process, to enable the Panel to consider the direction of a Modification Proposal, prior to significant cost and effort being spent. The Panel approved this approach at their December 2017 Panel meeting.

The TABASC questioned the purpose of this step as the Panel does not have any powers in the outlined process.

SECAS notes that, as part of this 'break point' the Panel receive an interim Draft Modification Report (DMR) that presents a full assessment covering everything needed for a final decision (other than the detailed Impact Assessment). The Panel can then determine if the modification should be progressed to full Impact Assessment and for the changes to lower-level SEC documents to be developed, in which case it would approve an appropriate timetable extension to allow this, or if the Refinement Process should be concluded and the modification issued to the Report Phase. As the Panel owns the progression timetables for SEC Modifications (as currently set out in SEC Section D), the introduction of this breakpoint, and the Panels ability to shorten the progression timetable of a modification, is within its powers. Furthermore, with the high implementation and DCC assessment costs, the introduction of this breakpoint gives the Panel better visibility of modifications as they progress through Refinement. It was noted that the break point is being trailed and TABASCs feedback is welcomed and will be considered (likely as part of the wider Section D review currently underway).

SECMP00013 'Smart meter device diagnostics and triage

Summary

SECMP0013 seeks to amend the SEC and DCC's systems to provide Suppliers with a means of performing quality assurance and fault diagnostics on SMETS2 devices returned by meter operatives.

Status Update

The Working Group requested the DCC Preliminary Assessment (PA) on 19th May 2017. The latest revised delivery date provided by the DCC is 31st March 2018.

Following the receipt and review of the DCC PA, SECAS will schedule the next Working Group meeting.

TABASC Discussion

The TABASC noted the update on SECMP0013 and had no further comments.

SECMP00015 'GPF timestamp for reading instantaneous Gas values

Summary

Currently, instantaneous Gas Smart Metering Equipment (GSME) register values can be read from the Gas Proxy Function (GPF). These will normally be in-line with the readings on the GSME, however since the GSME only provides intermittent updates to the GPF, typically once every 30 minutes, there is a possibility that the GPF may be out of step of the GSME. Without a timestamp to know when the GSME last updated the GPF, the Supplier cannot know how up to date the

information is on the GPF. The Proposer wishes to introduce a timestamp to know when the GSME last updated the GPF, so that the Supplier knows how up to date the information is.

Status Update

The Working Group requested the DCC Impact Assessment (IA) on 3rd October 2018. The latest revised delivery date provided by the DCC is 20th April 2018.

Following the receipt and review of the DCC IA, SECAS will schedule the next Working Group meeting.

TABASC Discussion

The TABASC noted the update on SECMP0015 and expressed concern on the cost to implement the PA, which was noted as approximately £750,000 to £800,000.

[SECMP00042 'Amendment to SMKI Services to provide DCC Users and/or SMKI Participants with Authorised Responsible Officer (ARO) Statistics and Information](#)

Summary

This Modification Proposal seeks to place an obligation on the Data Communications Company (DCC) to develop a reporting mechanism which can be used by DCC Users and/or Smart Metering Key Infrastructure (SMKI) Participants to obtain up-to-date information on the use of Authorised Responsible Officer (ARO) credentials on SMKI-related services.

Status Update

SECAS informed the TABASC that SECMP0042 was presented at September 2017 Panel meeting. It was agreed that this modification does not require further assessment and/or development by a Working Group as the SMKI PMA had already developed a set of business requirements to deliver the proposed solution.

The Panel agreed to submit SECMP0042 to the Refinement Process to allow for a full DCC assessment to be undertaken. The PA request was submitted on 1st December 2017, and the DCC will be confirming the delivery date shortly.

TABASC Discussion

The TABASC noted the update on SECMP0042 and queried why the DCC have not progressed this further as it only involves DCC Trusted Service Provider changes.

The TABASC **DISCUSSED** the Modification Proposals and provided feedback for consideration by the Working Groups.

12.   Operations Group Feedback on the TABASC Effectiveness Review Survey

At the January 2018 TABASC meeting, the TABASC agreed to allow the Effectiveness Review Survey to be shared with the Operations Group for information and feedback in advance of it being issued.

The TABASC were informed that one feedback response was received in relation to data quality issues encountered by Users when utilising DCC Services and Systems for example, discrepancies between RDP data held in Supplier systems compared to that held within/by the DCC. The TABASC discussed the feedback and agreed to add an additional question to address the matter to the survey under Section 1: DCC Systems, services and process. SECAS clarified that the survey responses will be treated as confidential and will be shared with the TABASC and Panel only to create an action plan.

The TABASC **NOTED** the contents of the paper and **AGREED** the proposed revisions to the Effectiveness Review Survey questions.

13. Updated TABASC Effectiveness Review Survey Communication Plan

The TABASC were provided with an updated TABASC Effectiveness Review Survey communications plan and timetable proposing to issue the Survey at the end of April 2018. The TABASC discussed the updates and considered the number of Commissioned Devices.

It was also proposed for the survey to be re-issued again in September and November 2018 with an opportunity to modify the survey in order to get a better understanding as more systems would be installed by then. The TABASC discussed the importance of understanding the architectural aspect. The TABASC agreed that a wider view from industry would be useful to discover issues that are not initially clear in relation to User experience of live operations to date.

The TABASC discussed the possibility of receiving negative feedback, putting the TABASC in a difficult position but conceded that the TABASC was obliged to act on the feedback received as part of its requirement to undertake the effectiveness review. The TABASC discussed a requirement to check there are no architectural impacts through follow up analysis. The TABASC agreed that there may be nothing to uncover but it should proceed regardless as it is a cost-effective way to gain an initial view and helpful to set an initial baseline for future questionnaires. When asked whether the survey should proceed and be issued in April one TABASC member abstained and six TABASC members agreed that it should proceed, noting that it would enable enhancements to be made, if required, following the receipt of responses to the initial request being issued. The survey requests the submitting organisation to identify the 'Number of Commissioned Devices'. The TABASC noted that due to the relatively low number of installations that have occurred, that the thresholds should be updated to add the option to identify 'no Commissioned Devices' specifically. As a consequence, it was agreed to update the ranges of options to choose from to the following:

- No Commissioned Devices
- 1 – 50 Commissioned Devices
- 51 - 500 Commissioned Devices
- 501 - 5000 Commissioned Devices
- > 5000 Commissioned Devices

The TABASC also suggested the briefing pack slides, which will be used as a presentation to provide context when issuing the survey, could be updated to be more succinct prior to issuing the survey. It was also agreed that any messaging should be clear that the respondents to the survey from each organisation should be those with an understanding of the DCC and their own organisations technical and business process solutions.

ACTION TABASC27/04: SECAS to update the Effectiveness Review Survey briefing pack slides to be more succinct prior to issuing the survey.

The TABASC **NOTED** the contents of the paper and **AGREED** to issue the Effectiveness Review Survey at the end of April 2018, subject to minor amendments to the Survey and briefing pack and **AGREED** the revised communications plan.

14. Release 2.0 Business Architecture Document Project Update – January 2018

The TABASC were updated on the activities undertaken in January 2018 in support of the Release 2.0 Business Architecture Document (BAD) update project, including an update on resource use and expenditure to date.

SECAS informed the TABASC that the updated BAD will be issued to the TABASC, TBEC and other interested SEC Parties in March 2018 for review. It was also noted that the changes will be used to inform the required updates to the Business Architecture Model for review in parallel.

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

15. Release 2.0 Technical Architecture Document Changes Update – January 2018

The TABASC were updated on the activities undertaken in January 2018 in support of the Release 2.0 Technical Architecture Document (TAD) update project. The report included an update on resource use and expenditure to date.

SECAS informed the TABASC that the TAD will be issued in March 2018 for review.

The TABASC requested for the versions of the Release 2.0 TAD and BAD that are issued for review to clearly show all redlined changes within the documents so that members could easily locate where R2.0 changes haven been applied as well as general updates to the documents that have not been driven by R2.0. The TABASC also noted that SECAS would endeavour to provide more information, such as a cover paper and a brief synopsis, regarding the changes within both documents.

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

16. TABASC Risk Register

The TABASC were provided with a paper documenting the current TABASC risks, including the associated risk management plans with consideration of any additional actions that should be included to help mitigate against the identified risk.

At the January 2018 TABASC meeting, it was determined that further TABASC consideration on the approach for assessing the risk impacts against transitional release content is required. It was noted that the TABASC role in transitional releases was discussed in detail under Agenda Item 9, as set out above.

The TABASC were also informed that an Operations Group risk workshop is scheduled to occur on the 19th March 2018 to discuss and further develop the 8 risks that the Operations Group agreed to adopt.

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

17. DCC Unplanned Maintenance Information – January 2018

The TABASC have previously agreed to discuss and review any DCC Unplanned Maintenance notifications that have been issued since the last TABASC meeting to help determine if there are any potential impacts or issues with the Technical and/or Business Architecture.

Since the January 2018 TABASC meeting, three DCC Unplanned Maintenance notifications were issued and circulated to the TABASC.

The TABASC noted that the Unplanned Maintenance events that took place in January did not impact the Technical and/or Business Architecture and that any associated impacts of the occurrence of the Unplanned Maintenance should be discussed amongst the Operations Group if required.

The TABASC **NOTED** the contents of this paper.

18.   Any Other Business (A.O.B.)

The TABASC discussed the DCC spreadsheet of defects and when they are likely to be fixed in the production environment. The DCC confirmed that the DCC Operations team managed the spreadsheet that has been used to capture the schedule of the associated maintenance release and the SIT-A and UIT defect Status Plan.

There were no further items and the TABASC Chair closed the meeting.

Items for Information

19.   Transitional Governance Update

The Transitional Governance Update is a compendium of activities occurring in the Smart Metering Implementation Programme (SMIP). The paper provides a high-level overview of any relevant publications, responses and consultations issued by the Department for Business, Energy and Industrial Strategy (BEIS), the Data Communications Company (DCC), and Ofgem, in relation to smart metering, whilst highlighting areas which may be of interest to the SEC Panel and/or SEC Parties.

20.   DCC Change Request Spreadsheet – February 2018

This spreadsheet provides the current status of all DCC Change Requests and how they have been actioned and who they impact.

21.   Modification & Release Status Report – February 2018

The monthly Modification Status Report, covering the period between the January 2018 and February 2018 SEC Panel meetings, was provided to the TABASC for information to update them of the status and progress of Modification Proposals going through the SEC Modification Process.