This document is classified as **White** in accordance with the Panel Information Policy. Information can be shared with the public, and any members may publish the information, subject to copyright.

SEC Panel Meeting 77

10:00 – 13:00, 14 February 2020

Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

SECP_77_1402 - Final Minutes

Attendees:

Category	SEC Panel Members
SEC Panel Chair	Peter Davies (PD)
Large Suppliers	Ash Pocock (AP)
	Simon Trivella (ST)
Small Suppliers	Karen Lee (KL)
	Mike Gibson (MG) (Teleconference)
Electricity Networks	Alex Travell (AT) *(Alternate for Paul Fitzgerald)*
Gas Networks	Tracey Saunders (TS)
Other SEC Parties	Terry Jefferson (TJ)
	Mike Woodhall (MW)
DCC	Dan Lambert (DL) *(Alternate for Ro Crawford)*
Citizens Advice	Ed Rees (ER)

Representing	Other Participants
Ofgem	Michael Walls (MWa)
	Jonathan Coe (JC)
BEIS (Secretary of State)	Duncan Stone (DS)
DCC	Ashley Hannah (AH) (Part)
	David Purdy (DP) (Part) (Teleconference)

	Del Kang (DKa) (Part) (Teleconference)
	Charlotte Semp (CS) (Part)
Meeting Secretary	Louise Evans (LE)
SECAS	Abigail Hermon (AH)
	David Kemp (DK) (Part)
	Fiona Bond (FB) (Part)
	Fiona Chestnutt (FC) (Part)
	Phil Twiddy (PT) (Part)
	Robin Healey (RH) (Part)

1. Minutes and Actions Outstanding

The minutes from the January 2020 SEC Panel meeting were approved ex-committee and circulated.

The following action updates were provided:

Action Reference	Action
SECP70/01	SECAS to investigate the temporary deferment of certificate updates to minimise day one disruption in a SoLR event.
SECAS has identified changes to the SMKI Organisation Certificate Policy to enable continued use, which would be achieved by a SEC Modification. Initial discussions with the SMKI Specialist indicate recognition of the issue and support for these changes. This action has been closed and superseded by SECP77/01. Status: **CLOSED.**	
SECP70/03	SECAS may publish the ICHIS and PPMID information on the SEC website on behalf of industry.
SECAS (LE) noted that SECAS was awaiting confirmation from the DCC as to whether it is still necessary to host the SMETS1 PPMID capability information on the SEC website. The DCC has since confirmed that it is necessary to publish the information. The addition of the web page is included within the scope of Phase 2 of the Website Enhancement Project and is expected to be implemented in March 2020. Status: **Open.**	

Action Reference	Action
SECP72/01	SECAS to formally confirm with all MSPs their ability to support the solution of using a third party to provide an interim service in a SoLR event.
This has been discussed and agreed in outline with the two major Managed Service Providers. We await feedback from one attendee of the workshop on 20 January, and will seek formal confirmation through consultation, or separately if necessary. This action has been closed and superseded by SECP77/01. Status: **CLOSED.**	
SECP72/02	SECAS to consult with the PSPs on their ability to support vending following a SoLR event.
Discussions have been held with two market leading Payment Service Providers. The workshop on 20 January discussed the options and setting a non-disconnect calendar is the solution to be taken forward. Therefore, continuing to vend is not paramount to ensuring continuity of supply. Although it is preferable that consumers continue to vend to avoid excessive debt being incurred, PSP's informal confirmation and commercial incentives should be sufficient. This action has been closed and superseded by SECP77/01. Status: **CLOSED.**	
SECP73/02	SECAS to seek SEC Parties views on how SECAS can improve Parties' understanding of modifications.
The Panel agreed that SEC Parties' views on the modification process should be sought via the annual SECAS Customer Satisfaction Survey. Status: **Open**.	
SECP73/05	SECAS to include the risk relating to the retirement of 2G/3G cellular networks on the SEC Panel Risk Register.
Four risks have been escalated by the TABASC to SEC Panel for their awareness. This includes TABASC Risk 11.1 relating to the retirement of 2G/3G cellular networks. The TABASC is not recommending that the SEC Panel takes any action. Status: **CLOSED**.	
SECP73/06	SECAS to liaise with the TABASC Chair to understand the timescales for resolving the issue relating to the retirement of 2G/3G cellular networks.

Action Reference	Action
The final Procurement requirements for 4G cellular networks are to be presented to the TABASC in March, prior to procurement commencing in April. Status: **Open**.	
SECP74/06	The DCC to inform the Panel of how it intends to bring the SMETS1 metrics included in the PMR into alignment with SEC Section H13.2 (a), (b) and H13.6 (a).
The SEC Panel Chair (PD) summarised that there is a Code obligation for DCC to consult on changes to the PMR, noting that the action has been open for several months and would have been contained within the OPSG if a consultation had been carried out. Agreement is therefore needed between the DCC and the OPSG on how this will be taken forward in a timely manner. The Chair (PD) forwarded a note received from the OPSG Chair to the DCC (DL). Status: **Open.**	
SECP75/10	DCC to provide a plan of action and timetable for how it intends to improve the delivery of DCC Assessments to the February 2020 Panel meeting.
The DCC (Charlotte Semp) presented its action plan under agenda item 11 which the Panel noted. Status: **CLOSED.**	
SECP75/12	DCC to ensure that SEC Parties are informed of the scope of the next firmware release for Single Band Communication Hubs in the CSP North Region, when it will be made available and the impacts that this will have on the re-plan.
DCC issued communications via its Service Centre on 31 January 2020 to all SEC Parties informing them of the scope and content of the EDMI 2.02.4 release. Status: **CLOSED.**	
SEC76/01	SECAS, on behalf of the Panel, to request that the Authority directs a revised implementation date of November 2020 for MP081.
SECAS wrote to the Authority on behalf of the Panel on 21 January, requesting a revised implementation date for MP081. On 5 February 2020, the Authority approved the Panel's request to delay the implementation date from 27 February 2020 until 5 November 2020 (November 2020 SEC Release). Status: **CLOSED.**	

The Panel **NOTED** the updates and **AGREED** that any actions marked as Complete could be formally closed and that the SoLR related actions should be closed and consolidated into one open action.

SECP77/01: SECAS to complete the SoLR Project deliverables, ensuring this includes; investigating the temporary deferment of certificate updates to minimise day one disruption in a SoLR event; consultation with PSPs on their ability to support vending; and confirmation from MSPs of their ability to support a third party providing an interim service.

2. Draft Budget 2020-23 Consultation Responses

SECAS (AH) presented the Panel with the suggested responses to the Draft Budget 2020-2023 consultation which closed on 31 January 2020. It was recommended that the responses clarify aspects of the budget, but that no changes be made to it.

The SEC Panel:

- **AGREED** a response to each point raised by respondents;
- **AGREED** that no changes are made to the Draft Budget; and
- **NOTED** the Draft Budget will be published to become the Approved Budget following the meeting.

SECP77/02: SECAS to publish the Approved Budget 2020-2023.

3. Testing approach for faster switching (AMBER)

SECAS (RH) presented proposals for an approach to SEC governance in relation to the Faster Switching programme, which are being discussed by SECAS, Ofgem and the DCC.

This included a proposed response to Ofgem's Request For Information (RFI) on how consequential legal text changes will be dealt with.

The Agenda Item was classified as **AMBER** and therefore recorded in the Confidential Minutes.

The Panel:

- **AGREED** the approach to the testing governance for the SEC-impacting aspects of Ofgem's Faster Switching Programme, and sanctioned further discussions between SECAS and Ofgem on this basis; and
- **AGREED** the response to Ofgem's Request For Information (RFI) on how consequential legal text changes will be dealt with.

SECP77/03: SECAS to issue the Panel response to Ofgem's Request For Information (RFI) on how consequential legal text changes will be dealt with.

4. SMETS1 LSC Honeywell/Elster Actives

SECAS (RH) presented the Panel with the evidence provided by the DCC, which satisfactorily demonstrates that the outstanding defect on the active Honeywell Elster Device Model Combination (DMC) has been fixed, and testing completed successfully.

This included the SEC Panel Sub-Committees' assessment of the DCC's statement of readiness against the Live Services Criteria (TAG, SSC and OPSG). The outcome of the review is that the DCC is operationally ready to start the migration of active Honeywell Elster DMCs. The following statements against two of the LSC were highlighted:

LSC 6 - *Pre-existing services remain stable for SMETS2 and SMETS1 prior to operating capabilities*

The OPSG noted there were ongoing Incidents occurring in the SMETS2 environment, with January having been the worst month for some time.

The DCC assured the OPSG that fully integrated service monitoring was in place for SMETS1 and SMETS2. Furthermore, a decision is taken each day regarding potential impacts to SMETS2 services, prior to commencing migration. The OPSG accepted the DCC's mitigation but assessed the status as Amber.

LSC 10 - *Completion of relevant security testing and approval of security architecture*

The SSC recommended to the Panel that the security criteria for the Honeywell Elster Active Device Model Combinations to be added to the Eligible Product Combination List (EPCL) have been met, subject to the DCC completing several outstanding actions necessary to provide full assurance. It was also recommended that the DCC report progress at each SSC meeting until all remediations are complete.

Panel members noted that particular care must be taken with the migration of active metering systems, as live consumers would be impacted by any failure of the process; this could have the potential for a profound impact on consumers' perception of the smart metering programme.

Separately, the Panel Chair proposed that, to enable a Panel recommendation to BEIS on MDS MOC go-live decision on 13 March and actual go-live on 15 March, an extraordinary Panel meeting be held on Friday 6 March at 2pm.

The Panel:

- **NOTED** the views of the TAG, OPSG and SSC;
- **NOTED** that the SSC assurance statement will be included within the letter from Panel to BEIS;

- **AGREED** the content of the draft letter to BEIS for the Live Services Criteria for the Active Elster entries onto the Eligible Products Combination List (EPCL) for SMETS1;
- **AGREED** to recommend to BEIS that the EPCL is updated; and
- **AGREED** to an extraordinary Panel meeting on Friday 6 March 2020 at 2pm, to enable a MOC go-live decision on 13 March 2020.

SECP77/04: SECAS to arrange an extraordinary Panel teleconference on Friday 6 March at 2pm to agree a recommendation to BEIS on MDS MOC go-live.

5. Panel Response to DCC Consultation on the delivery plan for Enduring Change of Supplier

SECAS (RH) presented the Panel with a draft response to the DCC Consultation on the delivery plan for Enduring Change of Supplier.

SECAS (RH) summarised that the proposed governance is identical to SMETS1 and uses a similar licence condition (LC13A) to direct the DCC. A broadly supportive response was proposed requesting clarification on:

- The Panel's involvement in drafting the changes required to the SEC;
- Whether the Panel and TAG will retain oversight of SIT exit as well as SIT entry;
- Further detail on how testing environment usage will be managed and governed;
- Further detail on the governance surrounding the five months of contingency within the plan and the Panel's role in this; and
- Further detail on how the risks have been identified and assessed, to give assurance that mitigations are appropriate and that all risks have been fully documented.

A Member (AP) highlighted the importance of the Panel's Sub-Committees being engaged early in the process, anticipating sight of the arrangements in order to manage the transition. SECAS (RH) agreed to reflect this in the response to the consultation.

The Panel:

- **AGREED** that SECAS should draft a response to the consultation which reflects the proposals;
- **NOTED** that the response will be broadly supportive, but request clarity on the engagement approach specifying the importance of early Panel and Sub-Committee engagement in order to best manage the transition.

SECP77/05: SECAS to issue the Panel Response to the DCC Consultation on the delivery plan for Enduring Change of Supplier.

6. Mitigating Supplier of Last Resort Risk - Project Brief (AMBER)

SECAS (PT) presented the Panel with a revised project brief for undertaking the Mitigating Supplier of Last Resort (SoLR) Risk project, which included updates on the progress made so far and the remaining work and timelines.

The Agenda Item was classified as **AMBER** and therefore recorded in the Confidential Minutes.

The Panel:

- **APPROVED** the Objectives, Success Factors and High-level plan/milestones for the project;
- **APPROVED** the recommendation of the Project to the SECCo Board for release of funds; and
- **APPROVED** the requests made in relation to Risk 1 and Risk 2.

7. Annual Customer Satisfaction Survey

SECAS (AH) reminded the SEC Panel of a contractual requirement for SECAS to undertake an annual Customer Satisfaction Survey.

SECAS proposed that the same Market Research agency be used as the previous year – DJS Research, noting that their quality and presentation output was high, and their findings both insightful and actionable.

In order to carry out the survey, SEC Parties will be contacted and requested to 'opt-in' to taking part. The Market Research agency will then contact SEC Parties by telephone to capture their feedback. Feedback will be collated, conclusions drawn, and results presented back to SEC Panel in April.

The SEC Panel:

- **REQUESTED** the addition of a question regarding the SEC Mods process in order to address SECP73/02;
- **APPROVED** the decision for DJS Research to carry out the Customer Satisfaction Survey; and
- **APPROVED** the recommendation that the survey be carried out to the SECCo Board for release of funds.

8. SEC Panel Risk and Issue Register update

SECAS (AH) presented the Panel with an update on the SEC Panel Risk and Issues Registers.

This included a proposal to retain the existing ratings used by the SEC Panel.

Following the decision taken by the SEC Panel to monitor Sub-Committee risks with a severity rating of 15 or higher, four new risks have been escalated by the TABASC for the Panel's information.

The Panel:

- **NOTED** the risks escalated by the TABASC;
- **CONFIRMED** that these risks will not be added to the SEC Panel Risk Register; and
- **NOTED** the latest set of Risks and Issues.

9. Current Events of Default (RED)

SECAS (FC) provided the Panel with an update on three existing Events of Default and Network Operator non-compliances. The Agenda Item was classified as **RED** and therefore recorded in the Confidential Minutes.

The Panel:

- **NOTED** the three existing Events of Default and Network Operator non-compliance updates;
- **AGREED** to expel Toto Energy Limited from the SEC; and
- **AGREED** for the Security Sub-Committee Chair to write to the two Network Parties that have not demonstrated progress towards complying with their SEC obligations.

10. Change Status Report – February 2020

The Panel was provided with an update on the status and progress of Modification Proposals.

The Panel **NOTED** the report.

11. DCC Delivery of PAs and IAs (RED)

The Panel issued a letter to the DCC in August 2019 seeking a plan of action for improving the delivery of DCC Assessments. The DCC provided a response to this letter and accompanying action plan for improving the delivery of DCC Assessments. The Agenda Item was classified as **RED** and therefore recorded in the Confidential Minutes.

The Panel **NOTED** the update.

12. SEC Modification Timetables

SECAS (DK) provided an update to the Panel on the timetables for all Modification Proposals currently in the Refinement Process. SECAS informed the Panel that, in light of the significant number of new open modifications, it is currently reviewing their priority and will present a proposed prioritisation at the March Panel meeting.

The Panel **AGREED** the programmes of work and timelines proposed.

13. DP101 'Large Gas Meter Displays' Progression

SECAS (DK) presented the Panel with the Problem Statement for DP101 'Large Gas Meter Displays'. The Refinement Process for this modification is expected to be completed quickly.

The Panel:

- **AGREED** that DP101 should be converted to a Modification Proposal;
- **AGREED** that MP101 should be progressed to the Refinement Process; and
- **AGREED** the first package of work and the timetable for the modification.

14. DP104 'Security Improvements' Progression (GREEN)

SECAS (DK) presented the Panel with the Draft Proposal for DP104 'Security Improvements'. SECAS informed the Panel that this Draft Proposal had previously been classified as RED by the SSC but has now been downgraded to GREEN.

The Panel:

- **AGREED** that DP104 should be converted to a Modification Proposal;
- **AGREED** that MP104 should be progressed to the Refinement Process; and
- **AGREED** the first package of work and the timetable for the modification.

15. DP106 'CHISM update for Unknown WAN Variant' Progression

SECAS (DK) presented the Panel with the Draft Proposal for DP106 'CHISM update for Unknown WAN Variant'

The Chair (PD) questioned whether guidance to Users could serve as a possible solution to the problem rather than a change to the SEC. SECAS (DK) noted that this could prove the most effective solution, and this will be determined during the Refinement Process.

The Panel:

- **AGREED** that DP106 should be converted to a Modification Proposal;

- **AGREED** that MP106 should be progressed to the Refinement Process; and
- **AGREED** the first package of work and the timetable for the modification.

16. June 2020 SEC Release update

SECAS (DK) presented an update on progress with the June 2020 SEC Release, including the proposed testing approach and anticipated DCC costs, noting that there are two DCC System impacting Modification Proposals in scope of this SEC Release:

- SECMP0053 'Amend Target Response Times for Service Requests Critical to Installation and Commissioning Processes'; and
- SECMP0062 'Northbound Application Traffic Management - Alert Storm Protection' part 1.

The DCC (DKi) added that it intends to conduct some SIT testing for SECMP0062. The perceived risks around the release are considered low based on the nature of the two modifications, which is why a Minor Release approach is being proposed; however, it was noted that the level of assurance applied would still be the same.

The Testing Approach Document (TAD) and the firm DCC costs for the release will be presented to the Panel in March 2020. SECAS will update the Release Implementation Document (RID) ahead of that meeting to include this information and will present this to the Panel at the same time.

A Member (ST) questioned the status of the November 2020 SEC Release. SECAS (DK) confirmed that the release scope on the DCC Systems has been re-baselined, and whilst no further modifications will be included within the scope of the release, some modifications may be de-scoped. SECAS is liaising with the DCC to confirm the final cut-off date.

The Panel **APPROVED** the cost for the DCC to complete the Impact Assessment for this SEC Release.

17. BEIS Update

BEIS (DS) provided the Panel with an update on recent publications, forthcoming consultations and key milestones.

The Panel **NOTED** the update.

18. DCC Update

The DCC (DL) presented the Panel with an update on the activities undertaken since the last Panel meeting.

Operational update

The DCC provided an operational update, noting that 3.28 million meters have now been commissioned and the figure is climbing in the C&S region.

The backlog of Incidents is reducing although it was noted that January 2020 was the worst month in terms of Incidents for some time.

SMETS1

The DCC provided an update on Initial Operating Capability (IOC), Middle Operating Capability (MOC) and Final Operating Capability (FOC), in addition to a migration summary.

DCC (DL) noted that IOC is progressing well, noting the Panel's recommendation to BEIS to approve the addition of Honeywell Ester active DMC onto the EPCL. DCC (DL) advised that the MDS MOC go-live is scheduled for 15 March and Secure is set at Amber this month because SIT started late, however, testing is going well and the DCC is looking to make up time through extended hours as well as weekend working.

A Member (KL) raised an issue in relation to the alert sent by the DCC to Suppliers on successful enrolment of a SMETS1 meter. Until now, all alerts sent have included the GUID (device id) being sent in Upper Case. Although the database schema didn't specify upper or lower case, all alerts received until recently were Upper Case. Since the addition of the new EPCL entries, GUIDs are now being sent in lowercase. This has had a knock-on effect on some billing systems that the alert is being rejected, and systems are not acknowledging that the meter has been enrolled. KL requested that the DCC consider reverting back to sending GUIDs in Upper Case so that Suppliers impacted by this do not have to change their systems to accept either upper or lower case. The DCC agreed to look into this issue. *[**Post-meeting note**: This issue was raised at the TBDG meeting on 19 February 2020 and the DCC is investigating a solution.]*

A Member (KL) questioned whether the DCC expects to meet the FOC go-live date of 26 July 2020. DCC (DL) confirmed that DCC expects to meet the date but agreed to provide an update on FOC at the June 2020 Panel meeting.

A Member (ST) questioned the plan for SMETS1 Pending Product Combinations Tests (PPCT). BEIS Representative (DS) added that a discussion is needed at TBDG to clarify the upgrade rules. A Member (AP) raised that DMCs are currently assessed on an individual basis, however, there should be a move to assessment on a principle basis.

A Member (ST) questioned the governance arrangements for adding additional Devices to the EPCL. BEIS (DS) confirmed that BEIS (Dan Chambers) presented an overview of the EPCL process for further entries at the December 2019 Panel meeting, where it was confirmed that TAG approval would not be required for entries where there are no code changes and testing of the Device Model has previously been agreed. In these cases, DMCT would be undertaken by Users and no assessment against the LSC is needed.

Release 2

The DCC provided the Panel with an update on Release 2 Single Band Transition, noting that only two defects have been raised in triage; and Dual Band Communications Hubs, noting that the DCC will propose a new timeline at the Implementation Managers Forum (IMF) meeting on 28 February 2020 ahead of consultation in March 2020.

The Panel **NOTED** the update.

SECP77/06: DCC to present an update on FOC at the June Panel meeting.

19. SEC Panel Sub-Committee Report

SECAS provided the Panel with an update on recent activities from all the SEC Panel Sub-Committees.

The Chair (PD) noted that the volume of Comms Hub exceptions continues to rise and the OPSG Chair's concerns regarding DCC resource implications.

The Panel **NOTED** the update.

20. DCC Reporting

The Panel was provided with the Post Commissioning Information Report from the DCC as required by the SEC.

The Panel **NOTED** the observations raised by the Operations Group against the reports currently delegated to it.

21. Operations Report – January 2020

The Panel was presented with the Operations Report for January 2020. The report provided an outline of the activities undertaken by the SECAS team in support of the SEC.

The Panel **NOTED** the report.

22. Transitional Governance Update (GREEN)

SECAS presented the Panel with an update from the transitional governance entities and other smart metering related meetings and workshops attended by SECAS in the last month.

The Panel **NOTED** the update.

23. Any Other Business

There were four additional items of business raised.

SECAS (AH) confirmed the Authority's approval of Peter Davies' appointment as SEC Panel Chair for a further three-year term.

SECAS informed Panel members of two current promotions:

- Gemserv's Spotlight Charity event Valentine's Day promotion. Tickets are available here; and
- Parties who register to use CodeWorks by 5pm on 6 March here will be entered into a raffle to win an Amazon Echo Dot, or an equivalent cash donation to their chosen charity.

BEIS (DS) raised the need for cross code engagement on the management of PPMIDs and IHDs in relation to Meter-Splitting. The Chair (PD) agreed and added that cross-code engagement is also required for the Half Hourly Settlement programme. SECAS agreed to raise these items for discussion at the CACoP Forum.

SECP77/07: SECAS to raise the management of PPMIDs and IHDs in relation to Meter-Splitting, the Half Hourly Settlement programme, at the next CACoP Forum meeting.

The Panel **NOTED** the update.

There was no further business and the Chair closed the meeting.

Next Meeting: 13 March 2020