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.

Paper Reference:	**SECP_78_1303_30**
Action:	**For Information**

Operations Report – February 2020

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 budget driver, and provides commentary relating to the activities undertaken by the SECAS team in February 2020.

2. Recommendation

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

Fiona Chestnutt

SECAS Team

6 March 2020

Attachments:

- **Appendix A:** DCC Testing Notifications – UEPT, SREPT and SMETS1 Eligibility Testing (**AMBER**)

3. 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.

3.1 Accessions

There were two Accessions completed in February:

Organisation	Party Category
Smart Appliances Design Services Limited	Other SEC Party
Neon Reef Limited	Small Supplier

Table 1: Parties who have acceded to the SEC

3.2 Events of Default

Two Parties entered into an Event of Default in February 2020 for not paying their DCC Charges. Payment was received from one SEC Party shortly after the Default notice had been issued, and the other Party continues to be in Default.

Toto Energy Limited was expelled from the SEC last month as they had ceased trading; EDF Energy were appointed as the Supplier of Last Resort. More information can be found in the confidential Events of Default paper.

3.3 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, two SEC Parties have completed the UEP.

SEC Party	Party Category	DCC User role(s)	Date of UEP completion
N3rgy Limited	Other SEC Party	Other User	19/02/2020
Green Supplier Limited	Small Supplier	Import Supplier, Gas Supplier	17/02/2020

Table 2: UEP Completion

3.4 Testing Update

SMKI and Repository Entry Process Testing (SREPT)

Since the last Panel meeting, SECAS has been informed of three SEC Parties having successfully completed SREPT. Further details can be found in Confidential Appendix A.

Completion of the User Entry Process Testing (UEPT)

Since the last SEC Panel meeting, SECAS has been informed of no SEC Parties having successfully completed UEPT. Further details can be found in Confidential Appendix A.

Completion of SMETS1 Eligibility Testing

Since the last SEC Panel meeting, SECAS has not been informed of any SEC Parties having successfully completed SMETS1 Eligibility Testing.

3.5 Membership

The table below shows the number of Parties each month who:

- acceded to the SEC;
- are in Default;
- withdrew from the SEC; and
- were expelled from the SEC.

	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20
Accessions	10	3	3	1	0	0	2	1	1	4	4	2	2
In Default	6	5	4	4	4	6	4	4	5	5	5	2	2
Withdrawals	0	0	0	0	0	0	0	0	0	0	0	0	0
Expulsions	1	1	0	0	0	1	0	2	1	1	0	1	1

Table 2: SEC Party Statistics

At the end of the reporting month, there were 330 Parties to the SEC representing 261 Voting Groups, including the DCC.

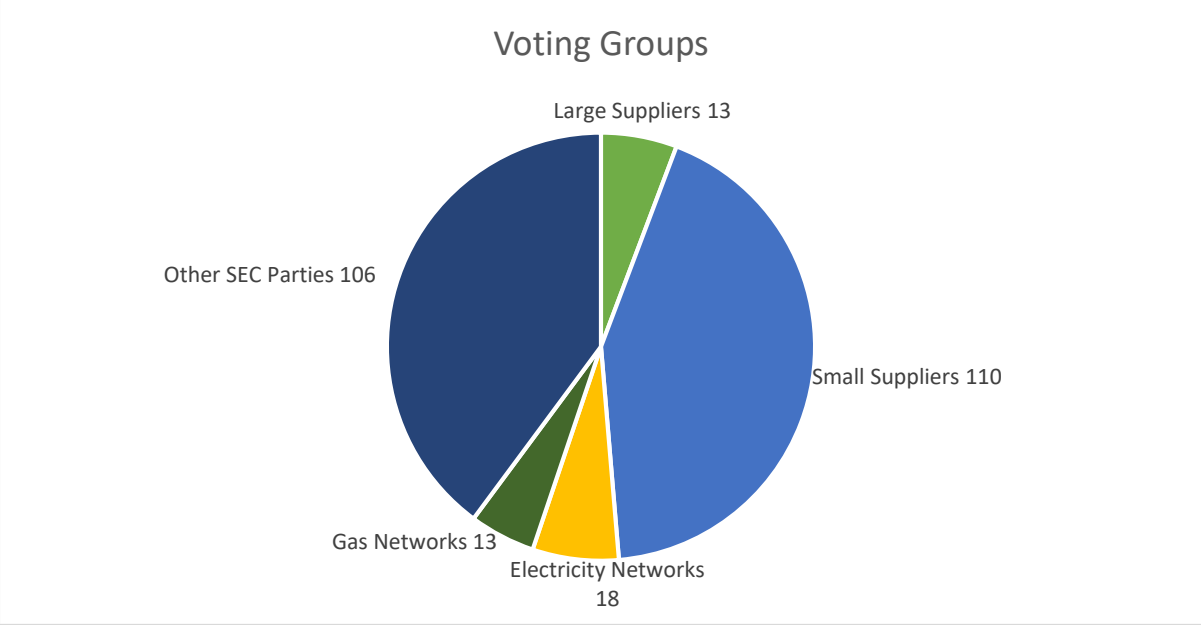

Figure 1: Breakdown of SEC Party Voting Groups (excluding DCC)

4. Monthly SECAS Highlights

4.1 Change Management Update

- We have 50 open proposals including 30 undergoing the Refinement Process and 17 undergoing the Development Stage. We are developing a prioritisation approach to ensure modifications which require a timely decision are progressed first; we will be sharing our intended approach with the Panel this month.

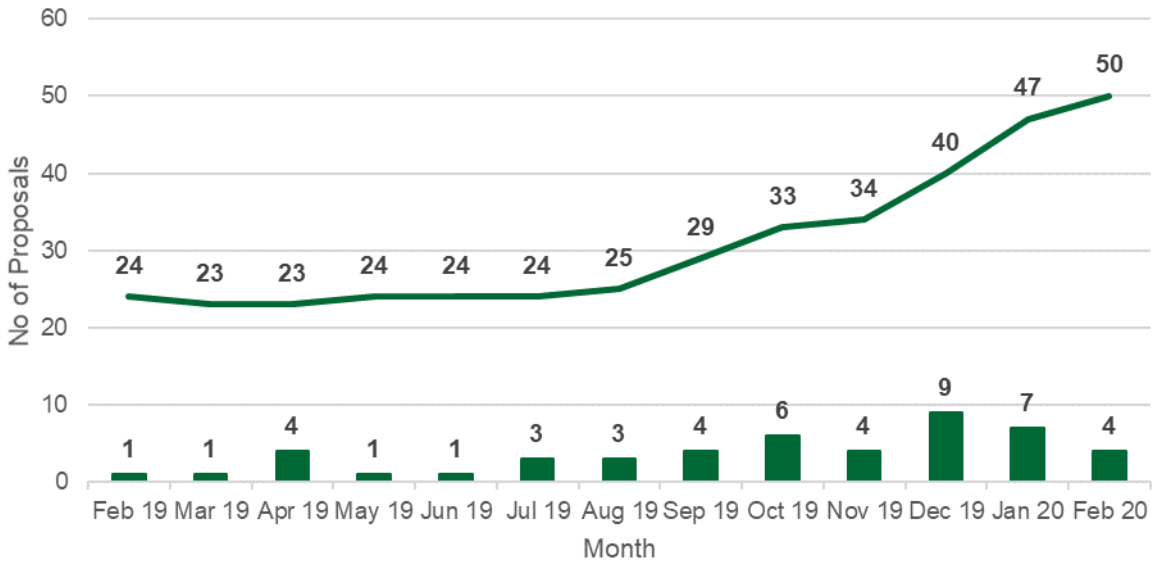

Figure 2: Proposals raised (bars) and open (line) in the last 12 months

- The February 2020 SEC Release went live on 27 February, implementing three Modification Proposals. We also introduced a new approach to version control for the SEC documentation, and a new SEC Document Log, which were both key outputs of the Document Management Review.
- The Authority rejected MP079 'Provisions for withdrawing modifications' on 2 March 2020; its decision letter setting out its rationale for this decision can be found here. This modification proposed to grant the Panel power to withdraw Modification Proposals following input from the Change Sub-Committee and the Working Group.
- We have been working closely with the DCC to understand the best approach to implement the June 2020 SEC Release. A full update on the next steps will be presented to the Panel this month for its agreement.
- We are looking ahead to the November 2020 SEC Release, to begin the development of the Testing Approach Document. We aim to include the remaining DCC System impacting modifications in the Release. An update will be presented to the Panel this month; we anticipate that the Change Board votes will have concluded for these before the end of April.
- SECAS awaits the DCC to provide clearer expectations for when open DCC Assessments will be returned. We will use DCC Assessment timescales along with our prioritisation approach, to review and determine the timelines for modifications. The DCC continues to prepare a list of all DCC Change Requests (CRs) across its workstreams, for inclusion in our smart releases plan-on-a-page.

- We will no longer issue weekly summary Modcasts. Instead, we will be providing monthly updates timed to coincide with the usual consultation windows. We will also release more ad-hoc Modcasts on specific modifications and related topics.

4.2 Technical Support Update

The below table sets out the SEC product lists which the Panel is obligated to establish and maintain and/or the publish on the SEC Website.

List name	SEC Obligation	Update
Central Products List (CPL)	**SEC Section F2.1** The Panel shall establish and maintain a list (the "**Central Products List**")	Seven new CPL versions were created in February, which included adding 20 new SMETS2 Device Models.
SMETS1 Pending Product Combinations List (PPCL)	**SEC Section F2.10A (b)** The DCC shall create, keep up-to-date and provide to the Panel (and the Panel shall publish on the Website) lists of the "**SMETS1 Pending Product Combinations**".	The DCC did not provide a new version of the SMETS1 PPCL for publication in February.
SMETS1 Eligible Product Combinations List (EPCL)	**SEC Section F2.10A (a)** The DCC shall create, keep up-to-date and provide to the Panel (and the Panel shall publish on the Website) lists of the "**SMETS1 Eligible Product Combinations**".	The DCC did not provide a new version of the SMETS1 EPCL for publication in February.
Deployed Products List (DPL)	**SEC Section F2.10** The DCC shall create, keep reasonably up-to-date and provide to the Panel (and the Panel shall publish on the Website) a list of the "**Deployed Products List**"	7 new DPL versions were published in February.

Table 3: The SEC Product lists

TABASC

- We are continuing work with the DCC to facilitate the TABASC input on solutions to consider the EUK raised issue and minimise Alerts lost during DCC Scheduled Maintenance. This included investigation into the current reliability of the HAN communications to ascertain whether resolving the EUK problem would deliver the intended benefits.
- We prepared business processes for the 4 March 2020 Smart Export Workshop. The main objectives are to understand the current export business processes within the smart metering end to end solution, identify the gaps that do not allow for successful execution of the processes, and propose solutions and recommendations to rectify the gaps.
- We facilitated TABASC's review of several DCC items, including assessing the requirements of the extending duration of 2G coverage and DSP Sandpit for Network Evolution.
- We are continuing to progress against the identified actions from the Effectiveness Review to inform the report to the TABASC.

- We provided the TABASC with a progress update and any implications on the SEC with regards to Ofgem's Market Wide Half-Hourly Settlements project. The TABASC's views and design position will be reflected at the associated working group meeting.
- We provided the TABASC with a summary of Elexon's BSC Modification P379 'Multiple Suppliers through Meter Splitting' work, possible implications on Smart Metering, and an early view of how Smart Metering may help to provide a solution.
- Following discussions with the TABASC and the TABASC Chair, we are drafting a Request for Proposal (RFP) for technical services, to support the transition of the BEIS Issues Management process into SECAS.

TAG

- We supported the Testing Advisory Group (TAG) during its review of two SMETS1 testing documents required by regulation, one of which was approved.
- SECAS supported the development of a testing governance framework for Ofgem's Faster Switching programme. The proposed framework remains under discussion between SECAS and Ofgem. If approved, this will result in the DCC being directed to complete key governance steps equivalent under the section D Modification process.
- We supported the TAG's assessment of a proposal made by the DCC to carry out concurrent testing of the June 2020 SEC Release alongside the SMETS1 Uplift 1.1 release. The TAG assessed the risks associated with this approach and agreed that it will reduce overall delivery risk for both programmes without creating any dependencies between the two.

OPSG

- We are assisting the DCC in the analysis and resolution of Comms Hub exceptions.
- SECAS is helping the DCC in making amendments to the reporting of Communications Hub Alerts split by Communication Service Provider (CSP), along with the number of Communications Hubs installed in each CSP Region.
- We are supporting the DCC in consulting with SEC Parties on changes to the Performance Measurement Methodology and Release Management policy.
- We are supporting the DCC in remediation plans for Aged Incidents, helping the OPSG and DCC to scrutinise and discuss the appropriate categorisation for Major Incidents, whilst ensuring DCC implement lessons learnt and continuous improvement.
- We are supporting OPSG and DCC in the development of remediation plans for spurious Alerts. We are engaged in weekly and monthly calls with both DCC and BEIS in the pursuit of agreeing an approach and resolution of the alerts affecting the DCC and User services. We are also assessing the benefits of a Centralised Tracker to provide a view of the impact, behaviour and resolution plans for those Devices generating spurious alerts.
- We are carrying out the Operational Metrics Review project to assess the relevance of the current Performance Reporting regime and propose improvements.
- We are facilitating the implementation and execution of the 'Party Differences' process.
- We are supporting OPSG in the governance of SMETS1 migration volumes and assessment against the Live Service Criteria for Morrison Data Services (MDS) and the governance and management of SEC Releases planned for June and November 2020.

4.3 Security, Privacy & SMKI PMA Updates

- We hosted one Smart Metering Key Infrastructure Policy Management Authority (SMKI PMA) meeting, two Security Sub-Committee (SSC) meetings and a Security Incident Management (SIM) exercise workshop this month.
- An overview of User assessment activity is provided below:
  - 10 Fieldwork Assessments completed;
  - One first stage validations of a Full User Security Assessments (FUSAs) completed;
  - Three first stage validations of Verification User Security Assessments (VUSAs) completed;
  - Four Assurance Status set (initial FUSA);
  - Two Compliance Statuses set (FUSAs);
  - Nine Compliance Statuses set (VUSAs);
  - Two Security Self-Assessments (SSAs) reviewed;
  - Five Director's Letters approved;
  - 23 Assessment prepared for SSC review; and
  - 73 Parties currently being assessed.
- We facilitated the Security Incident Management (SIM) exercise on 27 February 2020. Attendees ran through several hypothetical security incidents as part of the SSC's annual security obligation to review its processes.
- We published V1.20 of the Security Controls Framework (SCF) on 6 February 2020 which included updates to SCF Part 2 to provide clarity on options for satisfying the SEC G4.2(b) obligation when User Personnel have access to Customer Relationship Management systems and removed G10.4 and G10.8 from the scope of the User CIO assessments for Shared Resource Providers.
- We contacted those Supplier Parties that had not previously responded to the request issued in January for remediation plans for certain Devices with Commercial Product Assurance (CPA) certificates due to expire on 28 February 2020.
- The Security Architecture Document (SAD) review is reaching the final stages of the project which is on track for completion by the end of March.
- The CIO Procurement sub-group met on 19 February 2020 and reviewed the Tender Documents which were approved and issued to a list of potential bidders on 28 February 2020. SECAS Contact details for other interested parties wishing to apply, have also been published on the SEC Website.

4.4 Party Support Update

- On 10 March 2020 we will hold our next engagement event, the Introduction to the SEC. Over 30 attendees are due to attend from a range of SEC Party categories. The day will be valuable for those new to the industry, to learn the basics and network with others. It will also provide an opportunity for SEC Parties to engage with SECAS and provide their feedback.

- We continue to register users to CodeWorks, now with over 230 users from a range of Party categories. The CodeWorks competition to win an Amazon Echo Dot has attracted a great deal of attention. SEC Parties are encouraged to sign up by **5pm on 6 March 2020** in order to take part.
- We have continued to process Events of Default, with two SEC Parties failing to pay their DCC Charges. One SEC Party subsequently paid their Charges however the other is still in payment Default and may face Panel action (as set out in Section M8.4).
- The Website Enhancement Development project is underway which will deliver numerous improvements for the website user. Webpage content on a number of pages has already been updated.
- We are in the process of updating the Guidance Notes available on the website, to ensure they are up-to-date, user-friendly and provide SEC Parties with clarity and useful information.

4.5 Code Administrator Code of Practice (CACoP) Update

- The CACoP Forum met on 11 February 2020. Code Administrators shared their best practice approaches for progressing modifications. There were a number of issues raised, which will be reviewed at the next meeting on 10 March 2020, where it will agree any changes to take forward.
- We continue to await the Proposer of SECMP0046 'Allow DNOs to control Electric Vehicle chargers connected to Smart Meter infrastructure' to agree the next steps regarding the Distribution Connection and Use of System Agreement (DCUSA) governance changes, before any DCUSA Change Proposal can be progressed.

  The Proposer is also reviewing the comments received from the industry in the Refinement Consultation, which may require an Ofgem-led consultation to be performed. As the DCUSA changes will need to be presented to Ofgem alongside the SEC changes, we are working with the DCUSA to ensure the most effective progression of the package.

5. SECAS Time Devoted by Service Area

The total number of resource days in February 2020 was **627**. The division of effort within the reporting month is shown at Driver level below:

	Driver	Days
Services	Committee Support	101
	Security and Privacy	122
	Change Management	142
	Party Support and Engagement	72
	Technical and Operational activities	113
Projects	Smarter Markets	1
	Annual Security Obligations	10
	Data Quality	9
	SEC Digitisation	4
	TSIRS Transfer	2
	Operational Metrics Review	34
	Market-Wide Half Hourly Settlement	3

	Meter Splitting	2
	Supplier of Last Resort	3
	SEC Document Review	10
Grand Total		**627**

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

6. Helpdesk Activities

The SECAS Helpdesk receives enquiries via email and telephone. There were 26 telephone enquiries and 2,104 email enquiries to the various SECAS mailboxes in January 2020.

The email enquiries received have been grouped into the following categories with the total over the last 12 months shown:

	Feb 19	Mar 19	April 19	May 19	Jun 19	Jul 19	Aug 19	Sept-19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20
Accessions	56	50	28	32	23	14	6	14	40	74	114	48	39
Sub-Committees	298	331	355	304	298	127	262	203	157	272	178	195	157
Modification Consultation Correspondence	2	4	7	11	6	4	2	7	2	2	5	9	2
SEC Party Contact detail changes	39	38	29	41	43	15	40	57	172	120	132	168	153
General Queries	41	40	61	48	39	37	32	41	71	61	93	121	108
Panel & Board Correspondence	45	65	46	52	89	27	43	36	24	25	7	15	21
Modifications	411	423	358	280	291	389	310	425	476	550	311	564	479
User CIO Assessments	500	589	578	962	955	984	717	606	692	619	303	804	945
Engagement Days	87	33	27	39	15	137	41	6	126	17	37	53	131
Other	89	102	55	79	94	144	84	98	69	92	85	76	69
Total	**1,571**	**1,677**	**1,545**	**1,850**	**1,855**	**1,879**	**1,537**	**1,493**	**1,829**	**1,832**	**1,265**	**2,053**	**2,104**

Table 5: SECAS Helpdesk Emails

7. CodeWorks Statistics

CodeWorks is proving to be popular with SEC Parties. To date, the number of users from various categories are as follows:

User Category	Number of CodeWorks Users
BEIS	1
DCC	28
Independent Chair	6
Large Supplier	48

Network	27
Ofgem	5
Other SEC Party	49
Small Supplier	68
Total number of users	**232**

Table 6: Total number of CodeWorks Users

8. SEC Meeting Details

The table below provides a summary of all SEC meetings over the last month, and 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	14/02/2020	The Panel's regular monthly meeting. Further information on the proceedings of this meeting is available in the public minutes on the **SEC Website.**
	SECCo Board	14/02/2020	The SECCo Board's regular monthly meeting. The proceedings and minutes of the SECCo Board are confidential.
	Technical Architecture and Business Architecture Sub-Committee (TABASC)	06/02/2020	The TABASC held their regular monthly meeting. Further information on the proceedings of this meeting is available in the public minutes on the **SEC Website.**
	Change Board	07/02/2020 26/02/2020	The Change Board met to discuss MP0062. The meeting documentation is now available via the link below. **SECCB_38x_0702 - Meeting Documentation** The Change Board met to discuss MP084, MP088 and MP093. The meeting documentation is now available via the link below. **SECCB_39_2602 - Meeting Documentation**
	Change Sub-Committee (CSC)	25/02/2020	The CSC met to discuss a number of Draft Proposals that were for decision. The meeting documentation can be found in the link below. **CSC_12_2502 - Meeting Documentation**
	Working Group	N/A	There were no Working Group meetings in January.

Category	Meeting	Meeting Date(s)	Summary of Events
	Security Sub-Committee (SSC)	12/02/2020 26/02/2020	Two SSC meetings took place in January 2020. The meeting headlines for the meeting can be found below. **SSC Meeting 94_1202 - Meeting Headlines** **SSC Meeting 95_2602 - Meeting Headlines**
	SMKI PMA	25/02/2020	The SMKI PMA held one meeting last month and the meeting headlines can be found below. **SECPMA_66_2502 - Meeting Headlines**
	Operations Group (OPSG)	04/02/2020 07/02/2020 24/02/2020 28/02/2020	The OPSG met four times last month. The meeting headlines are available via the link below. **OPSG_29_0402 - Meeting Headlines** **OPSG_29x_0702 - Meeting Minutes** **OPSG_29xx_2402 - Meeting Headlines**
	Testing Advisory Group (TAG)	12/02/2020 26/02/2020	The TAG met twice in February. The minutes are classified as Amber.
	Modifications Question Hour	N/A	There was no Modifications Questions Hour in February.
BEIS	Implementation Managers Forum (IMF)	27/02/2020	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 (SMDG)	13/02/2020	
	Technical and Business Design Group (TBDG)	19/02/2020	
DCC	Test Design and Execution Group (TDEG)	11/02/2020	TDEG continue to meet on a monthly basis and further information can be found in the Transitional Governance Update paper, available as part of the monthly SEC Panel paper pack.

Table 7: Meetings hosted and attended by SECAS