

DCG SG3 Meeting 11 minutes

Minutes of the 11 th meeting of SG3	From	Programme
	Date and time of Meeting	10am, 8 th February 2011
	Location	Elexon

1. Present

Name	Company
Alan Knight-Scott	EDF Energy
Alex Hurcombe	EDF Energy
David Thorne	Gemserv
Elizabeth Lawlor	ElectraLink
Claire Hemmens	Scottish Power
Jason Stevens	ERA
Jenny Boothe	Ofgem
John Stewart	Npower
Richard Street	ICoSS
Martin Hewitt	UK Power Networks
Rosie McGlynn	Centrica
Sajna Talukdar	Ofgem
David Jones	Elexon

2. Review of meeting 10 minutes

2.1. Members were asked to send through any further comments by Friday 11 February at which point the minutes would be taken as agreed.

3. Update from the DCG

3.1. The sub-group discussed the sub-group's brief provided by the DCG Expert Group for delivering a new SEC by November 2011. The group discussed the product description for the SEC ("what would be delivered); who would be involved in delivery of a SEC; what would be the mechanism of delivery; and by when would the new SEC be delivered.

3.2. The sub-group discussed interdependencies with other parts of the programme. For example, smart metering technical design, the programme submission to the European Commission and the DCC licence application process. The sub-group discussed how this would impact on delivery of a new SEC and changes to other parts of the GB regulatory framework (e.g. existing industry codes).

4. Timeline for the delivery of the SEC

Delivery of a SEC – product description

4.1. The sub-group discussed interactions with other parts of the smart metering programme and a proposal that a draft SEC be put in place by November 2011. The group

discussed the option of delivering a baseline document or a detailed SEC capable of "Going Live" in some form by the deadline to serve as a basis for further development.

4.2. The sub-group agreed that what was required and achievable by the November deadline was a "SEC-Lite" that would provide a high level specification of the regulatory, commercial and technical arrangements applicable to smart metering to support the DCC licence application process.

4.3. The sub-group discussed the boiler plate elements of a SEC and which elements would need to be developed in detail for the November deadline and which elements could be developed at a later date. The criterion applied was what would be required for the DCC licence application process.

4.4. The sub-group went through a draft table of contents for the SEC and identified which areas would require no development; which areas would require high-level development; and which areas would require detailed development. The group went through each section of a draft table of contents for the SEC.

4.5. A summary of the sub-group's proposals is provided in Appendix A.

Delivery of a SEC – mechanism and stakeholder involvement

4.6. The sub-group discussed a paper presented by Elexon on future development of a SEC. The group discussed how Sub-group 3 would consider how to develop a SEC in the period between the start of February 2011 and the programme design and responsibilities for the next phase of the programme have been confirmed.

4.7. The group discussed how a working group of stakeholders could be used as the mechanism for delivering a "SEC light" by November 2011. The group discussed different options for who might chair the group, how it would report to the smart metering programme and the working arrangements for drafting the SEC.

4.8. The sub-group felt that the working group would need to be held in an open book environment with all stakeholders able to contribute to the process throughout a draft SEC's development. The sub-group also discussed the option of holding stakeholder workshops as elements of the Code were developed.

4.9. The sub-group discussed the option of the programme chairing the working group meetings with the industry code bodies responsible for facilitating drafting of relevant sections of a draft SEC. The group discussed how a draft SEC development working group would report to the smart metering programme.

4.10. **Action:** Ofgem and the Central bodies to meet to develop the SEC drafting process for consideration at the next subgroup meeting.

Delivery of a SEC – timelines

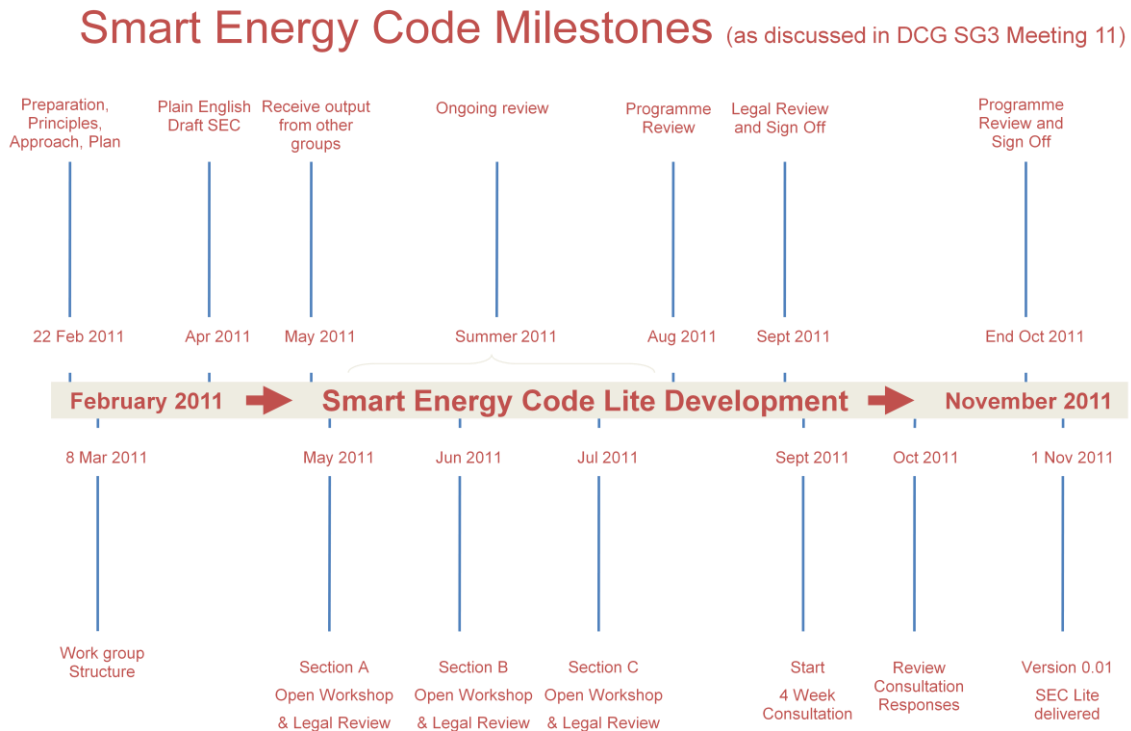
4.11. The sub-group discussed the timeline for delivery of a draft SEC. An illustration of the sub-groups proposals is provided in Figure 1 below. The sub group proposed that while members of a drafting working group would develop the drafting of the SEC this would need to be placed on the programme website for all stakeholders to comment upon.

4.12. The sub-group discussed options for when initial drafting of elements of the SEC might need to take place to meet the November delivery. The group also discussed if a legal review of a "SEC-Light" would be required and when a public consultation on the Code would need to take place.

4.13. The group also discussed when it would be appropriate point to hold stakeholder workshops and the appropriate milestones for presenting draft elements of a SEC to the programme board.

Figure 1: Draft development milestones for "SEC-Light"

Note: this plan represents a set of discussions to aid discussion. Policy options have not yet been taken; multiple options continue to be assessed.



Source: Sub-group 3

5. Foundation Phase governance

5.1. The sub-group noted that the approach taken regarding governance within the foundation period of the smart metering programme will also impact on the timetable for a draft SEC delivery. The sub-group discussed various options for foundation stage governance including:

- No governance
- Programme governs
- Use existing governance mechanisms
- Interim Code (not enduring past Foundation)
- Using the SEC for foundation stage governance

5.2. The sub-group noted some form of governance for the foundation stage is required and agreed to discuss the options further at the next meeting of the sub-group. The programme agreed to develop a paper outlining the options to aid the discussion at the next meeting of the sub-group.

6. Revision of Sub-Group 3 Terms of Reference

6.1. The group was informed that the DCG had agreed that the terms of reference for Subgroup 3 should be updated to cover governance and the development of the Smart

Energy Code. Further, the DCG agreed that Subgroup 3 should consider the governance of the Smart metering technical specifications based on the governance options considered by SMDG subgroup 2.

6.2. **Action:** Programme to issue revised ToR for the subgroup to consider at its next meeting.

Appendix A – SEC contents development

Part 1 – Overarching framework for SEC and SEC subsidiary documents

Section of SEC	Level of detail
Prelim	Low-level (very detailed)
Governance	Some sections high-level / other sections low-level
Change Control	Low-level
DCC	High-level
General Legal Provisions	High-level
Transitional Arrangements	Low-level
Schedules	Some sections high-level / other sections low-level

Part 2 – Interoperability

Section of SEC	Level of detail
Technical Interoperability	High-level
Commercial Interoperability	Post November
DCC Services	Low-level
Non Licensed DCC User	High-level
SCHEDULES/SEC Procedures	Some high-level / others post November

Part 3 – SEC requirements catalogue

Section of SEC	Level of detail
DCC Services Catalogue	Low-level
Business Requirements Specifications	Low-level / some detail
User Requirements Specifications	Low-level
SMS Technical Specifications	Low-level / other sections high-level
Interface Definitions	High-level
Codes of Practice	Post November
Security Protocols & Standards	Low-level / some detail
SEC Assurance Documentation Suite	High-level

