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Technical Architecture and Business Architecture Sub-Committee (TABASC)

18th May 2017, 10:00 – 15:30

8 Eastcheap, London, EC3M IAE

TABASC_18_1805 – Meeting Headlines

Decision Items

TABASC_17_2004 – Draft Minutes TABASC_18_1805_01 – Minutes and Actions Outstanding (For Decision)

The draft minutes from the April 2017 TABASC meeting were approved 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.

TABASC_18_1805_06 – TABASC International Standards Approach (For Decision)

The TABASC discussed the membership options available for the ZigBee Alliance and Device Language Message Specification (DLMS) User Association in order to support TABASC in keeping up to date with the standards to ensure they are aware of any amendments or issues being discussed through the User Associations to assess impacts and take any relevant action.

The TABASC **AGREED** that membership was required to provide TABASC (including SECAS technical experts) access to the specifications to inform on Modification Proposals, but not full membership to raise and influence modifications to those standards. However, it was agreed that further discussion should take place with the ZigBee Alliance to ascertain whether it would be possible to establish a bespoke liaison agreement equivalent to that used by the Department for Business, Energy and Industrial Strategy (BEIS).

The TABASC **AGREED** the finalised wording for Principle 5 to be included within the TABASC Principles to assess Modification Proposals on the SEC Website.

TABASC_18_1805_09 – TABASC Effectiveness Reviews (For Decision)

Following discussion at the April 2017 TABASC meeting, the group were presented with an updated questionnaire, that will form the initial fact-finding element of the effectiveness review, following the discussion at the April 2017 TABASC meeting. The TABASC discussed the proposed communication plan for the surveys to ensure awareness across all stakeholders to ensure co-ordination with any other communication initiatives in the same timeframes.

The TABASC **AGREED** further feedback to be incorporated into the questionnaire and **AGREED** an alternative timescale to take account of the delays to Release 1.3 Live. It was noted that communications would be issued to those stakeholders set out in the Communications Plan.

TABASC_18_1805_12 – Specification Defect Resolution Update (For Decision)

The TABASC were presented with an update on progress with the specification defect resolution work, following discussions with Ofgem on the potential new Modification Proposal Path (Path 5).

The TABASC **AGREED** to utilise the existing routes for specification defect management in the first instance, until such time it becomes apparent that a new/additional Path is required.

Discussion Items

TABASC_18_1805_05 – Transitional and Enduring Industry Forum List (For Discussion)

Following the April 2017 TABASC meeting, the TABASC were provided with an updated list of industry forums held by both the Data Communications Company (DCC) and BEIS which included SECAS' interactions with the forums to further identify where presence is required.

The TABASC **DISCUSSED** the content of the paper and how the TABASC could keep informed of updates from each of the groups.

TABASC_18_1805_13 – Service Management and Reporting (For Discussion)

The TABASC discussed their role in relation to Service Management and Reporting and the potential gap in the governance and oversight of such services, following the Panel's discussion. The TABASC requested that SECAS provide analysis on the reports provided, to allow the TABASC to discuss trends and recurring issues.

Information Papers

TABASC_18_1805_07 – Business Architecture Document Project Update – April 2017

(For Information)

SECAS provided the TABASC with the monthly update on the Business Architecture Document (BAD) Project, focussing on the activities undertaken in April 2017. A high-level dashboard was included in this paper setting out project status and high level risks. It was noted that further content of the Business Process Model is now available for review. The BAD project and Business Process Model to date have delivered to time and budget, with future planned activities set at Green status for the overall project out-turn.

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

TABASC_18_1805_08 – Business Architecture Document Review and Communication Approach (For Information)

Following the final drop of content for the Business Architecture Document in June 2017, the TABASC discussed the recommended review approach leading to final approval by the Panel and a communication approach following final approval.

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

TABASC_18_1805_10 – TABASC Risk Register (For Information)

The TABASC was provided with a paper documenting the TABASC risks and those included in the SEC Panel Risk Register. The TABASC also noted the operational risks, relating to the End-to-End Technical and Business Architecture, that had been included following initial discussion at the previous meeting. The TABASC agreed that further development of the operational risks should take place, including identifying appropriate mitigations.

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

TABASC_18_1805_11 – TABASC Activity Planner (For Information)

The TABASC was provided with an updated activity planner outlining the activities anticipated up to and including December 2017. The planner was presented in a new format with TABASC Members noting that it was easier to navigate. Feedback was provided to further develop the activity planner for next month.

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

Monthly Updates

BEIS Update - Verbal (For Information)

No update from BEIS was provided at the meeting.

DCC Update - Verbal (For Information)

The DCC informed the TABASC that a strategic approach is being developed for managing environments to support Releases. The TABASC requested to see the output from the work being undertaken to develop the conceptual design. The DCC also noted that this piece of work should support the intent to minimise disruption of outage periods.

The TABASC **NOTED** the DCC Update.

Sub-Committee Update - Verbal (For Information)

The TABASC Chair provided the TABASC with an update on the Security Sub-Committee and Smart Meter Key Infrastructure Policy Management Authority's (SMKI PMA) recent activities, highlighting areas of specific relevance to the TABASC.

The TABASC **NOTED** the Sub-Committee Update.

Next Meeting – 15th June 2017