MINUTES (DRAFT)

MEETING NAME  
Software Technical Advisory Group

Meeting number  
138

Date of meeting  
16 November 2017

Venue  
ELEXON Ltd, 350 Euston Road, NW1 3AW

Classification  
Public

ATTENDEES AND APOLOGIES

<table>
<thead>
<tr>
<th>Attendee</th>
<th>Initials</th>
<th>Organisation</th>
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<tbody>
<tr>
<td>Matthew McKeon</td>
<td>MM</td>
<td>ELEXON (Chair)</td>
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<tr>
<td>Dapo Opadere</td>
<td>DO</td>
<td>ELEXON (Tech Sec)</td>
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<td>Viv Roberts</td>
<td>VR</td>
<td>STAG Member(Teleconference)</td>
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<tr>
<td>Seth Chapman</td>
<td>SC</td>
<td>STAG member</td>
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<tr>
<td>Gavin Somerville</td>
<td>GS</td>
<td>STAG Member(Teleconference)</td>
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<td>Balakrishnan Balasubramani</td>
<td>BB</td>
<td>CGI AMD</td>
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1. **Panel Committee updates (Panel, SVG and PAB)**

1.1 The STAG approved the minutes from STAG137

1.2 The Chairman highlighted the headline reports from the Supplier Volume Allocation Group (SVG) 200 and 201, BSC Panel 271 and PAB 200 meetings. The Chair proposed to include PAB reports in future where relevant.

1.3 The STAG noted this updates and agreed to inclusion of relevant PAB papers when necessary.

2. **Live Issues Discussion**

2.1 Cognizant AMD provided a summary of the open issues being progressed. Please see attached PowerPoint slides for summary of all incidents’ statuses

2.2 **INCUK0004836131 (Pending Incident)**: This incident has been moved to pending. Incident will be re-opened once secure upload area is completed and data files can be shared.

3. **Actions**

3.1 The Chairman updated the STAG on the outstanding actions.

3.2 **129/03** - ELEXON/AMD to investigate longer aggregation running times experienced by all Party Agents since go live of November 2015 Release. The original incident will be re-opened once a Secure Upload Area is available (see Continuous Service Improvement (CSI) log discussion). **Action now closed**

3.3 **132/01** - ELEXON/AMD to investigate adding audit logs to EAC/AA for DCE events. This item has now been moved onto ELEXON and CGI’s Continuous Service Improvement (CSI) log and will be progressed separately. **Action now Closed**

3.4 **132/02** - ELEXON to investigate performance issue with BSC Audit data scripts. Issue to be presented to the Performance Assurance Board (PAB) as part of BSC audit approach on 28 September 2018. **Action now closed**
3.5  **135/01 - ELEXON/AMD to clarify version naming convention used for Party Agent apps, and agree whether still appropriate. This has been moved onto the CSI log and progressed separately. Action now closed**

4. **Continuous Service Improvement (CSI) Log discussion**

4.1 The Chairman explained features of ELEXON and CGI’s Continuous Service Improvement Log and how the STAG can interact with this process. Five issues are going to be progressed moving forward, these are:
   i) Secure Upload area
   ii) Version Control
   iii) Security Patches
   iv) Automated DF Matrix
   v) Audit Logs for Demand Control Events

4.2 The chairman explained how ELEXON will assess each issue on the CSI log.
   - Internal impact assessments could be done to assess if a CP is viable
   - Recommendations could be taken to the SVG to gauge industry support
   - After industry engagement, a CP could formally be progressed

4.3 Chair proposed to bring Service management into next meeting to explain progression of issues on CSI log

4.4 The chair confirmed that the upload area for participants to share files is still in progress and stated by the next meeting register and format of log would have been created (i)

4.5 The STAG discussed the possibility of a major functional change in releases being accompanied by a full code rebuild to ensure that new users only need to download the most current version without having to apply multiple incremental patches. A STAG member questioned the cost effectiveness but agreed that this approach would be more reliable (ii)

4.6 A STAG member again raised the issue about Security patches being tested before being released (iii)

4.7 Another STAG member said that patches are always screened by their IT teams before application (iii)

4.8 Chairman reaffirmed the approaches discussed in the previous meeting but noted that the ideal method is still yet to be decided. He expected to have an approach agreed by the January 2018 meeting (iii)

4.9 Following the implementation of CP1478 (Automated DF matrix), the Chairman stated that he expected that an impact assessment could be completed in time for the next STAG meeting. However, this would likely be dependent on the progress of the Oracle 12 upgrade. (iv)

4.10 The chair stated that with the amount of work being transferred to the CSI log, subsequent meetings were expected to include a standing agenda item to update the STAG on the progress of issues.

4.11 STAG noted the updates

5. **Updated Terms of Reference**

5.1 The Chairman presented updated STAG Terms of Reference for STAG approval

5.2 A STAG member had a question about the wording impartial/independent in the TOR, because the STAG members represent their organisation as users of the software and it would be difficult for them to be impartial.
5.3 The Chair noted this and agreed to adjust the wording before finalising the document.
5.4 The STAG noted the update.

6. **Ofgem Market Wide HH Settlement Design Work Group (DWG)**
6.1 The Chairman provided a brief update on Ofgem HH Settlement Design Work Group
   - Still at early stages in finding appropriate Target Operating Model (TOM)
   - Skeleton Framework for target operating model has now been decided
   - Four more meetings are remaining to finalise TOM and deliver final outputs
6.2 The chair proposed and agreed to send material regarding the DWG to STAG after the meeting.
6.3 The STAG agreed to this and noted the update.

7. **PAF Review and Audit Workstreams**
7.1 ELEXON presented on the ongoing PAF review.
7.2 ELEXON discussed the main challenges faced by the PAF, which include non-traditional business models, Smart Metering, risk quantification and numbers of risk and finally engagement with Parties and other stakeholders. Providing assurance is an important part of the BSC. Aims of the review include a review of risks and to enhance risk quantification, and a review of the majority of the 16 assurance techniques.
7.3 ELEXON described the four workstreams of the PAF review: Smart metering, Data, the PAF Procedures (the annual cycle of risk methodology, risk register, operating plan and reporting) and the assurance techniques. The review will produce a set of recommendations proposing an updated PAF design, which will feed into the Modification and CP processes.
7.4 The STAG noted the update.
7.5 **PAF review links**

8. **Agenda items for next meeting**
8.1 The Chair proposed to provide update on Oracle 12 upgrade release with particular focus on how long current version would be valid for.
8.2 Provide updates on progress of issues in CSI log and further update on HH settlement design workgroup.

9. **Any Other Business**
9.1 ELEXON to confirm by email the CP1295 script discrepancies for members to have as a record before audit site visits.
9.2 The next STAG meeting is scheduled to take place on **18 January 2018**.