

SMDA Co. Board (02.09.19) – Draft Meeting Summary

Date and time	Monday 2 nd September 2019 10:00 – 13:00
Venue	Gemserv Offices, 8 Fenchurch Place, London, EC3M 4AJ
Attendees	Included in Annex 1
Competition Notice	In taking part in this meeting, participants are confirming that they have undergone relevant training to raise their awareness of, and ensure compliance with, applicable competition law, including the Competition Act 1998 and Articles 101 and 102 EC and that they will not discuss matters that would or might lead to any breaches of competition law.
Date Issued	Friday 13 th September 2019

1. INTRODUCTIONS

These minutes should be read in conjunction with the slides presented during the SMDA Co. Board meeting “SMDA SO Board 02.09.19 - Presentation v1.0”.

After a quick introduction to the agenda, members of the Board were all introduced.

2. SAFETY INFORMATION AND PARTICIPATION NOTICE

Following introductions, the Chair drew attendees’ attention to the competition notice followed by an overview of the safety information.

3. APPROVAL OF AGENDA

The agenda was approved with no amendments.

4. ACTIONS LOG AND APPROVAL OF PREVIOUS MEETING SUMMARY

The Scheme Operator (SO) provided an update to the Board on all actions as per the slides. The actions updates are available in Appendix 2 and the completed actions were marked as closed.

During discussion of Action_Board_01.07.19-13, JS commented that feedback from Suppliers on barriers preventing manufacturers from submitting devices included time and other commitments i.e. from BEIS.

While communications have been sent, the Board were concerned that there was still a misunderstanding of Partial Assurance (PA), the testing cost and the exemption process and suggested that the following areas could be further clarified:

- The flexibility of the exemption progress
- The steps to Full Assurance (FA)
- The testing cost (50% upfront, 25% once PA has been awarded and 25% for FA)

Action_Board_02.09.19 – 01: The SO to clarify the flexibly of exemption processes to manufacturers.

The FA plan presented to the MP could be adapted to include the testing costs and circulated to members and used at external meetings.

Action Board 02.09.19 – 02: The SO to adapt the FA plan presented to the MP and circulate it to manufacturers to provide clarification on the testing fees. The plan can then be presented at the EUA meeting and through AW to BEAMA members.

Once PA had been awarded to a meter, the Board were confident that the amount of engagement will increase.

The Board approved the previous meeting summary with no amendments.

5. DEVICE SUBMISSION

At this point MiH joined the meeting.

Device Forecast

The SO presented the device submission forecast to the Board for review, which is higher than last year's forecast. Within the forecast manufacturers were also asked to specify the type of Variant device they aimed to submit.

One Non-EMM ESME device was submitted in August and the SO will continue to follow up with those manufacturers who forecasted a device submission in September.

Additionally, two manufacturers have enquired about the exemption process, which is used to test device upgrades and includes regression testing. The SO is working with the TH to standardise this process.

MiH commented that the first stage of the exemption process had gone well, with the manufacturer providing enough information to assess the device's testing requirements.

MH asked if the SO could provide an anonymised version of an exemption request to show how the process works in practice.

Action Board 02.09.19 – 03: The SO to provide an anonymised exemption request to the Board.

Furthermore, a manufacturer has enquired if the EMM fund could be used for regression or exemption testing. The SO has pushed back the request as the funding is only available for the first round of testing or for resolving common issues.

Test House Update

Currently there are seven meters and one PPMIDs being tested in the lab and engagement from manufacturers has been good. The Board complemented the SO and NMi on investigating issues and for arranging lab visits with manufacturers.

A meeting has been scheduled for October between NMi and Gemserv to discuss the device forecast.

The Board then reviewed the draft letter which would be circulated to Suppliers and Meter Asset Providers (MAPs) to emphasise the benefit of device submissions on their financial commitment.

The Board agreed on the below changes to the letter:

- Remove the second paragraph
- Amend “NMI” to “Test House” for consistency
- Relate back to the Quarterly Report
- Remove confirmation request
- Include text regarding barriers to the scheme

Action_Board_02.09.19 – 04: The SO to update the Board Letter and circulate it to MH for confirmation before sending to Suppliers and MAPs.

At this point MiH left the meeting.

6. SMDA SCHEME UPDATE

The Board were informed that there are currently 35 SMDA members.

Partial Assurance Update

JS suggested conducting a website analysis to compare the number of interactions with the website, pre and post assurance, to compare the level of interaction.

Action_Board_02.09.19 – 05: The SO to conduct an analysis of the SMDA website, pre and post assurance, to compare the level of interaction.

The Board discussed whether it was clear enough that the tolerated issues list is not exhaustive and new issues would be assessed on a case by case basis.

Action_Board_02.09.19 – 06: The SO to outline to manufacturers that the published list of tolerated issues is not exhaustive.

Management Panel 12 Outcomes

The SO outlined the main outcomes of the Management Panel 12 meeting, which included the review of three issues, one of which could not be tolerated until the cause of the problem could be determined. If passed, then additional devices could be awarded PA.

Tolerated issues could be resolved by device upgrades submitted through the exemption process. Each upgrade would be assessed on a case by case basis and if the upgraded device passes testing, then another entry would be added to the DAR.

Rectification plans will be agreed following partial assurance with known tolerances. These plans will be subjected to a six month review, with manufacturers having to demonstrate that they are progressing the actions detailed in their plan.

Another item raised at the MP12 meeting was the Central Product List (CPL) and the Board were pleased that the MP came to a decision.

The upcoming MP13 Teleconference will be held on 4th September 2019 to discuss multiple scheme baselines as a result of the introduction of Release 2 devices. The Board believed that the MP should consider other industry updates prior to updating the baseline to include Release 2 testing, referring to the Technical Specification Applicability Table (TSAT) which contains upcoming firmware updates. The Board's concerns were that an additional baseline may be required for each industry update, confusing the scheme and manufacturers.

Action_Board_02.09.19 – 07: The MP to consider additional industry updates listed in TSAT when determining the process for updating the schemes baseline.

MH agreed to attend the MP14 meeting on 9th October 2019.

Withdrawing SMDA Membership

The Board agreed that the level of interaction the SO has had with the remaining members with outstanding membership fees should determine whether the members are withdrawn from the scheme. Members with no interaction shall be removed from the scheme, while the SO will continue to chase the remaining members.

Action_Board_02.09.19 – 08: The SO to remove members with outstanding membership fees that have not engaged with scheme and follow up with the remaining members.

SMDA/ DCC Meeting

The Data Communication Company (DCC) has previously examined the end to end testing of smart devices including communications hubs and determined that the process should be strengthened. They then agreed to schedule a meeting to discuss the development of another Device Assurance Scheme, which was cancelled following industry feedback. The DCC now intends to work with SMDA to determine the best steps for comms hub testing.

The Board advised that the SO send another letter to the DCC outlining how SMDA could be involved in comms hub testing, the proposed timescales and the benefits of the scheme's involvement i.e.:

- Independent testing;
- Discovery of issues prior to devices being submitted for testing by Suppliers or MAPs;
- Overall cost saving to the industry where issues are discovered early, reducing time spent in labs monitoring the device; and
- Allow additional testing by Suppliers and MAPs to focus on specific issues.

Action_Board_02.09.19 – 09: The SO to send a letter to the DCC to express interest in working together to test comms hub devices.

Afterwards, the SO will try and arrange a meeting to discuss how the scheme could be involved with comms hub testing, offering either assurance or testing prior to devices being submitted to pre-integration testing (PIT). The Board advised that the SO should put together a plan for the meeting and invite MH and MB to attend.

Action_Board_02.09.19 – 10: Pending the letter to DCC, the SO will schedule a meeting with the DCC, MH and MB, and develop a presentation.

DCC's involvement with the scheme's committees were discussed and it was agreed that it remained appropriate for DCC to attend the MP meetings.

It was discussed that another possible route for the scheme could be interchangeability testing between the Toshiba and WNC Comms Hubs.

7. RISK REGISTER UPDATE

Following a review of the risk register, the Board advised that the relationship and engagement with NMI remained optimistic. Feedback from Henri Schouten was positive and the SO looked forward to continuing their relationship with NMI.

Testing would continue as long as devices are submitted into the scheme, though NMI were concerned over the device submission forecast as it was significantly lower than the numbers provided in May 2018.

Relating to the device submission forecast, if the devices are submitted as predicted in the forecast, then the commitment from Suppliers and MAPs would be covered, though testing costs vary depending on the device type.

Post-meeting note – further review of this indicates that this will not be the case as the revenue being generated by the forecasts does not equate to £3.7M to NMI.

The Board confirmed that Risk 23 and Risk 5 could be closed as it was no longer a risk to the scheme and the SO were to update the mitigating actions for Risk 3.

Action_Board_02.09.19 – 11: The SO to close Risk 23 and Risk 5 in the Risk Register and update the mitigating actions for Risk 3.

It was noted that a "Open/ Closed" tab should be added to the risk tab.

Action_Board_02.09.19 – 12: The SO to add in an "open / closed" filter on the risk tab

CS asked about the status of the Release 2 and Variant Device Impact Assessment. The SO have started to develop the testing requirements for Release 2 and work by the TH has yet to begin. The SO was unsure whether

there was enough money to cover the Variant Device Impact Assessment as there were still five outstanding members left to pay their membership but will confirm to the Board.

Action Board 02.09.19 – 13: The SO to confirm to the Board whether the costs for the Variant Device Impact Assessment could be covered with the membership fees currently received.

The Board asked whether the remaining EMM fund could be used to cover any shortfall in the Impact Assessment costs and were informed that an amount is being retained for the additional stages to FA.

8. SMDA CO FINANCIAL MANAGEMENT AND SO BUDGET UPDATE

The SO presented the July Management Accounts to the Board and agreed to circulate the August accounts as soon as they were available.

Action Board 02.09.19 – 14: The SO to circulate the August Management Accounts to the Board when available.

No comments were received from the Board.

The SO then presented the SO Budget which was slightly overbudget due to the additional work required for the BEIS review, the additional MP meetings and changes to the website.

Upcoming costs including attending external events including Smart Energy Code (SEC) and Energy and Utilities Alliance (EUA) and updating the Testing baseline. The Board commented that depending on the amount of engagement from the external meetings, the budget could be reconsidered.

Overall the Board were happy with the budget.

Action Board 02.09.19 – 15: The SO to monitor the level of engagement after the EUA and SEC event.

MB enquired on the interchangeability testing units and whether they could be included with the baseline. As some of the devices have yet to receive assurance, the SO did not want to include them in the baseline in case a Non-EMM device reached PA before them, in which case the units would be reviewed.

9. AOB

No AOBs were raised and the Chair closed the meeting.

Annex 1 - SMDA Co. Board (02.09.19) - Attendance List

No.	Role	Company	Name
1.	Board Chair	SSE	Martin Hanley
2.	Board	EDF Energy	Martin Bell
3.	Board	Foresight Metering	Carmen Strickland
4.	Board	BEAMA	Andrew Willman
5.	Contract Manager	Energy UK	Jason Stevens
6.	Test House	NMi	Mike Heijden van der (part) (dial in)
7.	SMDA SO	Gemserv	Louise Singleton
8.	SMDA SO	Gemserv	Lorna Clarke
9.	SMDA SO	Gemserv	Miriam Atkin

Annex 2 - SMDA Co. Board (02.09.19) – Action Update

CLOSED ACTIONS

Action Reference	Action	Owner	Update
Action_Board_07.05.19-07	The SO to ask manufacturers to update their device forecasts.	SO	This action is closed. Manufacturers have been requested to submit their August 2019 Forecast
Action_Board_01.07.19 – 02	The SO to include the Board members as optional attendees within the rescheduled Management Panel calendar invitations.	SO	This action is closed. Board members were included on the MP calendar invites
Action_Board_01.07.19 – 05	The SO to update the Board on whether the UTC/BST issue was tolerated.	SO	This action is closed. Following Supplier feedback, the Board were informed that the issue was tolerated.
Action_Board_01.07.19 – 06	The SO to call the remaining outstanding members who have yet to pay the membership subscription to remind them of the 5th July deadline after which access to the SMDA website will be revoked.	SO	This action is closed. Manufacturers were called to remind them of the invoice deadline. Five are still outstanding.
Action_Board_01.07.19 – 07	The SO to provide the reasons for the delay in payment to the Board following Action_Board_01.07.19 - 06.	SO	This action is closed. Feedback from members was provided at the September Board meeting.
Action_Board_01.07.19 – 08	The SO to include withdrawing membership on the next Board agenda.	SO	This action is closed and was discussed at the September Board meeting.
Action_Board_01.07.19 – 09	The SO to circulate weekly updates to the Board on outstanding membership payments.	SO	This action is closed. The number of outstanding payments was provided to the Board at the September Board meeting.
Action_Board_01.07.19 – 12	The SO to determine if enough funding is available to start the Variant IA.	SO	This action is closed and has been superseded by Action_Board_02.09.19 – 13.

Action_Board_01.07.19 – 17	The SO to enquire if the SMDA Monthly Newsletter could be published on the SECAS website.	SO	This action is closed. A SMDA summary was included in the next SEC newsletter.
Action_Board_01.07.19 – 18	The SO to update the Financial Commitment Letters to include the amendments requested by the Board.	SO	This action is closed. Letters were issued on 24 th July.
Action_Board_01.07.19 – 20	The SO to amend the draft press release to include the Board's amendments and circulate for final approval.	SO	This action is closed. The press release was issued on 22 nd July.
Action_Board_01.07.19 – 21	The SO to circulate the June Management Accounts to the Board when available.	SO	This action is closed. June Management Accounts were circulated on 16 th July.
Action_Board_01.07.19 – 22	The SO to lower the risk for Risks 21 and 6 within the Risk Register and include a new risk for the change in the NMI/scheme relationship if a limited number of devices are submitted by September 2019.	SO	This action has been closed. The updated log was reviewed by the Board at the September meeting.
Action_Board_01.07.19 – 23	The Board to submit any further comments on the Risk Register to the SO.	Board	This action is closed. No further comments were submitted.
Action_Board_01.07.19 – 25	The SO to provide a communications plan to NMI including the points raised during 1st July Board meeting and any external meetings the SO will be attending on behalf of the scheme.	SO	This action is closed.
Action_Board_01.07.19 – 26	The SO to investigate the logistics and costs involved with the TH suspending testing.	SO	This action is closed and outcomes were fed back at the September Board. The TH are going to continue to test following a device submission.

COMPLETED ACTIONS

Action Reference	Action	Owner	Update
Action_Board_01.07.19 – 19	The SO to draft a letter for the Board regarding PA and device submission. This will then be circulated to manufacturers, Suppliers and MAPs once PA is awarded and an update has been provided by the scheme.	SO	This action is complete and was presented at the September Board.

IN-PROGRESS ACTIONS – SCHEME OPERATOR

Action Reference	Action	Owner	Update
26-17	The SO to consider at the point of exit, whether there is a risk that NMi would be in possession of SMDA member or commercially sensitive data.	SO	This action is ongoing. To be included in the exit plan.
Action_Board_07.05.19-02	The SO to randomly audit Test House on a frequent basis to ensure that the testing data for a device is available.	SO	This action is ongoing. The Board will be informed of the results once a review has been conducted.
Action_Board_07.05.19-03	The SO to confirm whether written confirmation has been received from Suppliers that clauses requiring that devices and variant devices are assured exist in their contracts with manufacturers.	SO	This action is ongoing. All Suppliers and 3 Meter Asset Providers (MAPs) have provided written confirmation. Three MAPs are outstanding.
Action_Board_07.05.19-08	The SO to compare the quarterly report with the actual devices submitted and the forecasted number of devices and submit to the Board.	SO	This action is ongoing.

Action_Board_01.07.19 – 01	The SO to include an outstanding action for the Board to continually promote the scheme.	SO	This action is ongoing.
Action_Board_01.07.19 – 04	The SO to encourage Bulb to become SMDA members.	SO	This action is ongoing. The SO has contacted Bulb and are awaiting a response.
Action_Board_01.07.19 – 10	The SO to review the contact information for invoices.	SO	This action is ongoing.
Action_Board_01.07.19 – 13	The SO to enquire how manufacturers intend to meet their device submission forecast and feedback to the Board if there are any additional obstacles for devices submission.	SO	This action is ongoing. Following submission of the device forecast, the SO will follow up with manufacturers.
Action_Board_01.07.19 – 14	The SO to review the test exemption process to determine how much it would cost a manufacturer to retest a device to align with the latest Release 2 Testing Baseline.	SO	This action is ongoing.
Action_Board_01.07.19 – 15	The SO to include information on retesting and the exemption process with an example of device lifecycle testing costs in the next SMDA Monthly Newsletter.	SO	This action is ongoing. Information on the exemption process was provided in the July Newsletter.
Action_Board_01.07.19 – 16	The SO to request a list of Small Supplier contact details from Simon Walker at BEIS.	SO	This action is ongoing.
Action_Board_01.07.19 – 24	NMi to urge manufacturers to submit scheme feedback to the SO.	NMi	This action is ongoing. No feedback has been submitted as of yet.

IN-PROGRESS ACTIONS – BOARD

Action Reference	Action	Owner	Update
21-02	BEAMA/ EUA, EUK and CMAP to encourage their constituent members to book devices in advance for SMDA testing. CMAP to specifically request their members seek evidence of PO's being raised.	Board	This action is ongoing.
Action_Board_07.05.19-04	MAPs to encourage smaller Suppliers to join the scheme.	MAPs	This action is ongoing.
Action_Board_01.07.19 – 03	JS to encourage OVO to become SMDA members.	JS	This action is ongoing.
Action_Board_01.07.19 – 11	JS to remind members within the Energy UK Steering Group to pay their membership.	JS	This action is ongoing. JS agreed to follow up with the outstanding members.

ON HOLD ACTIONS

Action Reference	Action	Owner	Update
25-04	NMi to share testing scenarios to show where efficiencies can be made	NMi	Currently unclear when Comms Hubs will be stable. NMi to review once this is the case

NEW ACTIONS

Action Reference	Action	Owner
Action_Board_02.09.19 – 01	The SO to clarify the flexibility of exemption processes to manufacturers.	SO
Action_Board_02.09.19 – 02	The SO to adapt the FA plan presented to the MP and circulate it to manufacturers to provide clarification on the testing fees. The plan can then be presented at the EUA meeting and through AW to BEAMA members.	SO
Action_Board_02.09.19 – 03	The SO to provide an anonymised exemption request to the Board.	SO
Action_Board_02.09.19 – 04	The SO to update the Board Letter and circulate it to MH for confirmation before sending to Suppliers and MAPs.	SO
Action_Board_02.09.19 – 05	The SO to conduct an analysis of the SMDA website, pre and post assurance, to compare the level of interaction.	SO
Action_Board_02.09.19 – 06	The SO to outline to manufacturers that the published list of tolerated issues is not exhaustive.	SO
Action_Board_02.09.19 – 07	The MP to consider additional industry updates listed in TSAT when determining the process for updating the schemes baseline.	MP
Action_Board_02.09.19 – 08	The SO to remove members with outstanding membership fees that have not engaged with scheme and follow up with the remaining members.	SO
Action_Board_02.09.19 – 09	The SO to send a letter to the DCC to express interest in working together to test comms hub devices.	SO
Action_Board_02.09.19 – 10	Pending the letter to DCC, the SO will schedule a meeting with the DCC, MH and MB, and develop a presentation.	SO

Action_Board_02.09.19 – 11	The SO to close Risk 23 and Risk 5 in the Risk Register and update the mitigating actions for Risk 3.	SO
Action_Board_02.09.19 – 12	The SO to add in an “open / closed” filter on the risk tab	SO
Action_Board_02.09.19 – 13	The SO to confirm to the Board whether the costs for the Variant Device Impact Assessment could be covered with the membership fees currently received.	SO
Action_Board_02.09.19 – 14	The SO to circulate the August Management Accounts to the Board when available.	SO
Action_Board_02.09.19 – 15	The SO to monitor the level of engagement after the EUA and SEC event.	SO