



Post-M5 Design Change Control & Engagement Q&A

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Change record

Date	Author	Version	Change Detail
20 Jan 2023	MHHS PPC	0.1	Initial Draft
24 Jan 2023	MHHS PPC	0.2	Final version
3 Mar 2023	MHHS PPC	0.3	Governance updates to final version

Reviewers

Reviewer	Role
PPC team	Comms & Engagement
Claire Silk	MHHS Design Market & Engagement Lead

1. Design Change Control Process

1.1 How will change be managed for processes where there is no document or process to change yet, such as migration?

Such documents are in development now, derived from the core Design. In due course, these documents will experience change, and the change process will be managed in a similar way.

1.2 Will participants be able to see whether their issue or query has already been raised and addressed by Programme?

Currently, the Design team is putting together a 'Knowledge Base', to be made available on the Collaboration Base, so participants can find the answers to frequently asked questions. The Programme will also publish a Design Change Issue Log on the Collaboration Base, to log prospective changes and record the decision made for each change. This log will be version controlled in alignment with the latest iteration of the Design Artefacts. Individual Artefacts will increment as they need updating.

To raise a change issue, or to ask any questions about Design, please email the Design team at Design@mhhsprogramme.co.uk.

1.3 Will the Programme indicate which parts of a Design Artefact have been changed?

Yes. The Design team will provide release notes, highlighting any changes that are made to the Design Artefacts in Visio Diagrams. These release notes will demonstrate what changes have been made, and why and when these changes occurred.

1.4 Is there a way of confirming any overall design change is aligned with other groups within the overall project to avoid conflicts.

Such a change is likely to be a Programme Change Request, which will include the need for an impact assessment, thereby understanding the full impact of the change across the Programme.

1.5 Once the messages are defined by code drafting in EMAR, will the change notification will be captured there?

Yes. The Design and Design Artefacts sit alongside and support regulatory code change, and they will be aligned.

1.6 Do all changes go to the Design Change Triage Group and then it is decided if the change is a Programme Change/Design Change and where it goes next?

The internal Design Change Triage Group is constantly triaging prospective changes that come in through the Design mailbox. These changes will then be assessed by the Design Authority (DA). If it is a minor change, it will be progressed by the DA. If it is a major change, the DA and then Design Advisory Group (DAG) will review the change, which may become a Programme change, if it impacts time or cost to a Level 1/Level 2 milestone, and multiple parties.

2. Design Working Groups

2.1 If the Security Design Working Group (SDWG) does not continue, where will design security elements be discussed?

The future of the SDWG will be discussed at the Design Advisory Group as they review their Terms of Reference on 1 February 2023.

2.2 If the Design Authority is a similar format to the Design Advisory Group (DAG) then why does slide 11 note "industry observers"?

The reference to industry observers refers to the presence of the IPA and Ofgem at the DA.

2.3 What are the limits to the changes the Design Authority (DA) reviews? When does a typo become a larger impacting change?

An impacting change is when the change impacts a party. The DA will initially start small, such as reviewing typos, to improve clarity. The decision made at the DA must be unanimous, to avoid any advantage or disadvantage to any participant.

2.4 What happens if latecomers want to change design decisions that have already taken place by the Design process? How does the DA maintain consistency of Design?

The new Knowledge Base will provide transparency as to which decisions have previously been made. Old decisions maybe reopened at later stages in the Programme, if circumstances have changed and the decision needs to be reassessed.

2.5 Is it efficient for a recommendation from the Design Resolution sub-Group (DRG) to go to the DA before DAG? Does this not just result in unnecessary delay?

The DRG is in place to remove noise from DAG. The DA will be held just before DAG each month, to ensure there is no delay in recommendations from the DA to the DAG.

2.6 The Design Authority recognises a change as minor unless it impacts a party. Who will decide if the change is impacting a party?

Changes that will be discussed at the DA will be publicised ahead of the DA meeting. If a participant believes this change will impact them, they must speak to their DA Constituency Representative, who will review the change ahead of the meeting. All minor changes must be unanimously agreed at the DA, otherwise it will be taken to DAG.

2.7 Are the physical interface specs (JSON files) also under change control?

Going forward, these physical interface specs will be under change control.

3. Work-Off Plan Items

3.1 What is happening with Work-Off items that haven't actually been resolved for baselining as per the work-off plan?

These items are currently being addressed by the Design team, and will be coming to the Design Advisory Group (DAG) on 1 February 2023 with a recommendation on how to proceed on any outstanding items from the Work-Off plan.4. Questions on Design Authority Constituency Reps

3.2 Slide 14 notes a unanimous agreement; how do the constituency representatives get feedback from their constituency? How do we all get to see the issue?

DA Constituency Representatives will be relied on to reach out to their constituency and publicise information relating to the DA. All the information relating to the DA will also be made available on the website, ahead of each DA meeting.