
Change Request Form

Change Request details

Change Request details			
Change Request Title	Corrections to EES and SDEP Requirements		
Change Request Number	CR028		
Originating Advisory / Working Group	N/A		
Risk/issue reference	N/A		
Change Raiser	Jonny Moore / RECCo	Date raised:	06/07/2023

For further guidance on how to complete this document please see the supporting Change Request Form Guidance for Programme Participants. The guidance will support raising a change and responding to a change request via Impact Assessment. The Change Raiser should consider sharing the draft Change Request Form with impacted programme parties, prior to submission to PMO. The guidance, as well as other key documents are referenced below and can be found via the MHHS website.

Change Request to be read in conjunction with:
MHHS Change Request Form Guidance for Programme Participants
MHHS Change Control Approach
MHHS Governance Framework
Ofgem's MHHS Transition Timetable

Part A – Description of proposed change

Guidance – This section should be completed by the Change Raiser when raising the Change Request.

Part A – Description of proposed change

Issue statement:

MHHS Document BRS006 'EES and SDEP Requirements' was issued on 16/02/2023 as part of the baselined MHHS design to provide guidance to parties on the consequential changes required to the Electricity Enquiry Service (EES) and the Secure Data Exchange Portal (SDEP).

Since the document was issued a number of changes to the EES and SDEP requirements have been agreed through the Consequential Change Impact Assessment Group (CCIAG) and the REC MHHS Stakeholder Advisory Group (MSAG) with amendments also becoming apparent through the detailed EES design. This Change Request has been raised to update the EES and SDEP Requirements in line with these decisions.

Changes made to the MHHS baselined design since February and not updated in the EES and SDEP Requirements are also corrected within this Change Request.

In addition, it's also felt that the 'for guidance' nature of the EES and SDEP Requirements adds ambiguity into the MHHS design. It's suggested as part of this CR that after correcting the requirements the document is made into a formal requirement document, with formal MHHS obligations outlined for the EES.

Amendments to the EES requirements also require some minor associated change to the DES138 'Interface Catalogue' document and the BP001 'Change of Supply' process.

We have judged EES requirements relating to migration, including the receipt of the PUB-003 and maintenance of the MHHS Status to be out of the scope of this CR. These are included in a separate document DEL974 Migration Design Requirements Log which has been approved by the Design Advisory Group (DAG)

Description of change:

The proposed changes to the design documents are summarised below. See attached redlined design artefacts for detailed amendments.

BRS006 'EES and SDEP Requirements'

General

- Amend the title of the document to 'EES Requirements'
- Remove the reference to this document being for 'Guidance Only'

EES Requirements.

- Reference to the DIP EZ Name to be removed.
- Remove requirement to allow searches by Meter Serial Number and MPAN.
- Remove requirement to allow searches by Meter Type and Manufacturer
- Remove requirements around possible reporting to be provided to support DIP Initialisation.
- Add clarity to requirements around timings of EES updates so that this is dependent on the updated information being available on the DIP
- Remove reference to EES receiving the PUB-001
- Remove reference to EES receiving the PUB-035
- Add a requirement for EES to be able to receive the PUB-047 and obtain the updated ISD tables.
- Remove reference to ECOES which is the pre-faster switching name for the EES.

SDEP Requirements

- Remove all SDEP Requirements

DES 138 'Interface Catalogue'

- Remove EES as a recipient of the IF-001 / PUB-001

- Update the IF List to remove EES as a recipient of the IF-001/PUB-001 and IF-035/PUB-035 and add EES as an always recipient of the IF-047

BP001 / BPD001 Change of Supply

- Remove the IF-001 feed into Step 180 'EES Receives New Supplier Details'. Instead the CSS2460 from the CSS should be routed into this step.
- Amend the Business Process description for Step 180 to state that EES is updated via the CSS rather than the DIP.

Justification for change:

The EES and SDEP Requirements document form part of the baselined design and to ensure that participants have clarity on what to expect from EES within the MHHS market, should be updated to accurately reflect what EES will deliver.

The 'for guidance' nature of EES and SDEP Requirements document adds ambiguity and once it is aligned with the EES design this label should be removed with the document forming firm requirements on EES.

There are a number of individual justifications for items of change as follows:

- Re-alignment to the current version of the MHHS design. This covers removal of references to the DIP EZ Name, possible uses for EES reporting, and the IF-035. It also covers an additional requirement on obtaining updated ISD information
- The current requirements on the EES update minimum timings make no reference to the data being available on the DIP, this has been corrected.
- Cleaning up the text in the requirements to reflect that this is now a formal requirements document. This covers the removal of references to existing requirements such as MPAN and Meter ID searches.
- Removing references to existing requirements or requirements that are not justified under consequential change. This covers the removal of requirements speaking to EES search functionality.
- A design decision was made during the EES design phase that it would be more efficient for EES to source change of Supplier updates direct from the existing Central Switching Service (CSS) interfaces rather than having the information passed on from the Registration Service. It was felt that this would allow EES to be updated closer to real time and reduce processing risk. As such it is suggested that reference to the IF-001 / PUB-001 should be removed from the EES requirements.
- The CR also seeks to remove references to the legacy 'ECOES' terminology, with a note in the coversheet confirming EES is the new name for the service previously known as ECOES.
- The requirement to update SDEP to be used in MHHS processes was discussed at the Consequential Change Impact Assessment Group (CCIAG) in February 2023, this group agreed that no changes to SDEP functionality are required to support delivery of MHHS arrangements. In particular it was agreed that:
 - There was no current requirement for the introduction of new use cases involving Data Services (which would require all Data Services to become SDEP Users). If issues are identified in live operations, a change could be progressed to add Data Services as SDEP Users via the REC change process
 - The use case relating to Meter Technical Details queries is currently being considered via REC Change Proposal R0006 - Missing Meter Technical Details and does not require further consideration as an MHHS consequential change.
 - Queries relating to Import/Export linkage and Registration data updates can utilise existing SDEP Message 'MPAS Error Resolution Query'.

The decision to not add any additional MHHS functionality into the SDEP was subsequently confirmed at the REC Market-wide Half Hourly Stakeholder Advisory Group (MSAG) in March 2023.

Consequences of no change:

(what is the consequence of no change)

Not updating the EES and SDEP Requirements will create a misalignment between the MHHS 'for guidance' requirements and what is actually being delivered. This will cause confusion amongst industry participants.

Alternative options:

(What alternative options or mitigations that have been considered)

None identified

Risks associated with potential change:

(what risks related to implementation of the proposed change have been identified)

None identified.

Stakeholders consulted on the potential change:

(Please document the stakeholders, or stakeholder groups that have been consulted to date on this change. The Change Raiser should consult with relevant programme parties in the drafting of the request, prior to submission to PMO).

These changes have been discussed within the CCIAG and the REC MSAG.

Target date by which a decision is required:

30/10/2023

Part B – Initial Impact of proposed change

Guidance – This section should be completed by the Change Raiser before being submitted to the MHHS PMO.

Please document the benefits of the change and to delivery of the programme objectives

What benefits does the change bring
<p><i>(list the benefits of the change and how this improves the business case)</i></p> <p>The change will bring clarity as to what participants can expect from EES and SDEP within the MHHS design and remove any confusion caused by the current 'for guidance' requirements.</p>

Programme Objective	Benefit to delivery of the programme objective
To deliver the Design Working Group's Target Operating Model (TOM) covering the 'Meter to Bank' process for all Supplier Volume Allocation Settlement meters	EES and SDEPs role within the TOM and Meter to Bank process is clarified for all participants.
To deliver services to support the revised Settlement Timetable in line with the Design Working Group's recommendation	No benefit
To implement all related Code changes identified under Ofgem's Significant Code Review (SCR)	Firm design baseline established from which to draft the code changes.
To implement MHHS in accordance with the MHHS Implementation Timetable	EES design established in the design artefacts allowing build to commence with less risk.
To deliver programme capabilities and outcomes to enable the realisation of benefits in compliance with Ofgem's Full Business Case	No benefit
To prove and provide a model for future such industry-led change programmes	Removal of 'for guidance requirements' providing more robust design governance.

Guidance – Please document the known programme parties and programme deliverables that may be impacted by the proposed change

Impacted areas	Impacted items
Impacted Parties	EES, Suppliers, Data Services, Meter Equipment Managers, Distribution Network Operators, Other EES users
Impacted Deliverables	None

Impacted Milestones	None
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Note – Please refer to *MHHS DEL174 Change Request Guidance for Programme Participants* for information on how to score the initial assessment.

Initial assessment			
Necessity of change	3 – Potentially Important	Expected lead time	1 - <5 working days
Rationale of change	Solution	Expected implementation window	1 - Imminent
Expected change impact	Very Low		

Guidance – Please include a reference and link to any additional documentation which the change relates to.

Change Request to be read in conjunction with:	
Title	Reference
EES and SDEP Requirements CR Redlining	Appendix 1
IF-001 CR Redlining	Appendix 2
BPD 001 Change of Supplier CR Redlining	Appendix 3

Part C.1 – Summary of Impact Assessment

Note – This section will be completed initially by the Change Raiser and then by Programme Participants as part of the full Impact Assessment.

All Impact Assessment responses will be considered public and non-confidential unless otherwise marked. If there are any specific elements of the response (e.g. costs) that are confidential, please mark the specific sections as confidential rather than the response as a whole. The MHHS Programme will publish all Impact Assessment responses and redact any confidential information as noted.

Guidance – Programme Participants are required to:

- A. Respond with 'Agree', 'Disagree' or 'Abstain', deleting as appropriate. If the respondent agrees, they can provide additional evidence to further support the assessment. If the respondent disagrees or abstains, they should provide a detailed rationale as to why.
- B. Add any additional effects that have not already been identified. In doing so, they should provide as much detail as possible to allow a robust assessment to be made.
- C. Proceed to Part C.2 for Impact Assessment Recommendation response once completed.

Part C.1 – Summary of Impact Assessment (complete as appropriate)
<p><u>Effect on benefits</u></p> <p>Ensuring all parties are clear on the solution delivered by EES & SDEP will provide clarity to the design, ensuring MHHS benefits are realised as quickly as possible.</p>
<p><i><Delete as appropriate>: Agree Disagree Abstain</i></p>
<p><i>Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.</i></p> <p><i>Impact Assessment respondents should consider and provide detail of any additional effect e.g. whether there will be an impact on when a benefit will be realised; who will realise the benefit; the extent to which the benefit will be realised.</i></p> <p><i>Where possible, contextual information should be included e.g. the benefit will be delayed by X weeks; the change means Y population will also realise the benefit.</i></p>
<p><u>Effect on consumers</u></p> <p>Any ambiguity on how EES data is updated and how party to party communication is managed within MHHS processes will be removed. This will improve process clarity and improve the customer experience.</p>
<p><i><Delete as appropriate>: Agree Disagree Abstain</i></p>
<p><i>Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.</i></p> <p><i>Impact Assessment respondents should consider and provide detail of any additional effect e.g. whether there will be an impact on service delivery to consumers; will there be a cost impact to consumers; will there be a choice impact to consumers?</i></p> <p><i>Where possible, contextual information should be included e.g. what is the scale of the effect? Will the effect be permanent?</i></p>
<p><u>Effect on schedule</u></p> <p>No impact on the MHHS schedule identified.</p>

<Delete as appropriate>: **Agree** **Disagree** **Abstain**

Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.

Impact Assessment respondents should consider and provide detail of any additional effect e.g. will the schedule/milestones be directly impacted; will the schedule/milestones be indirectly impacted.

Where possible, contextual information should be included e.g. the change will delay the project by X days; the change will require additional resource to complete (though detail resource in resource section); the delay can/cannot be recovered by condensing Y activity.

Effect on costs

Ensuring clarity of EES and SDEP requirements will prevent parties from undertaking any unnecessary development.

Minimal impact on MHHS Programme costs to implement the change.

<Delete as appropriate>: **Agree** **Disagree** **Abstain**

Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.

Impact Assessment respondents should consider and provide detail of any additional effect e.g. will the change cause a loss of income; will the change cause additional cost; will the change cause a reprofiling of cost?

Where possible, contextual information should be included e.g. whether it is capital or operating expenditure that will be affected; what period costs will be affected in; what the rough order of magnitude of the cost impact will be and if organisation will be able to absorb it?

Effect on resources

Minimal impact on MHHS Programme resource to implement the change.

<Delete as appropriate>: **Agree** **Disagree** **Abstain**

Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.

Impact Assessment respondents should consider and provide detail of any additional effect e.g. will there be an impact on tools or equipment; will there be an impact on staff capacity; will there be an impact on staff skills or capability?

Where possible, contextual information should be included e.g. the change will require X additional staff for Y period of time; the change requires Z training or support.

Effect on contract

No impact on contracts identified.

<Delete as appropriate>: **Agree** **Disagree** **Abstain**

Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.

Impact Assessment respondents should consider and provide detail of any additional effect e.g. whether there will be an impact on contracts with sub-contractors; whether there will be an impact on contracts with vendors; whether there will be an impact on contracts with regulators/ESO.

Where possible, contextual information should be included e.g. the changes will require new contracts to be created; the changes will variations to existing contracts; the changes will affect ability to meet contract requirements.

Risks

No impact on risks identified.

<Delete as appropriate>: **Agree** **Disagree** **Abstain**

Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.

Impact Assessment respondents should consider and provide detail of any additional effect e.g. will existing risks be affected; will new risks be created?

Where possible, contextual information should be included e.g. the change will affect the likelihood of a risk occurring, the change will affect the impact the risk would have, the change will require additional controls and mitigation.

Part C.2 – Impact Assessment Recommendation

Note – This section must be completed initially by the Change Raiser and then by Programme Participants as part of the full Impact Assessment.

Guidance – The primary reporting metric of the Impact Assessment is the recommendation response. The consolidated response will be presented to the relevant governance group(s) and decision maker(s) with the totals for ‘Agree’, ‘Disagree’ or ‘Abstain’. As such, please ensure this section is completed before the form is returned to MHHS PMO. Provide detailed rationale and evidence in the commentary field.

Part C.2 – Impact Assessment Recommendation (mandatory)

Recommendation

Change Raiser to provide initial recommendation.

It is recommended by the Change Raiser the change is approved.

<Delete as appropriate>: **Agree** **Disagree** **Abstain**

Impact Assessment respondents to add supporting commentary to support their selection.

Impact assessment done by: <Name>

Guidance: *If you are a third party responding on behalf of another Programme Participant, please state this in your response.*

Impact assessment completed on behalf of: <Name>

Part D – Change approval and decision

Guidance: *The approvals section will be completed by the MHHS PMO once the Impact Assessment has been reviewed.*

Part D - Approvals	
Decision authority level	
<Based on the impact assessment, state who is required to make a decision concerning this change>	

Guidance - *This section will be completed by the MHHS PMO and Change Owner following the review of the impact assessment and decision reached by the SRO.*

Part D – Change decision			
Decision:		Date	
Approvers:			
Change Owner:			
Action:			
Changed Items	Pre-change version	Revised version	

Part E – Implementation completion

Guidance - *This section will be completed by the MHHS PMO at the end of the post-implementation process.*

Part E – Implementation completion			
Comment		Date	

Guidance – *The Closure Checklist in MHHS DEL175 Change Log must also be completed by MHHS PMO at this stage.*

Checklist Completed	Completed by
Yes/No	

Guidance – *This section will be completed by the MHHS PMO at the end of the post-implementation process and should be used to add any appropriate references of the change once it has been completed.*

References		
Ref	Document number	Description