

MHHS Design Advisory Group (DAG) Headline Report

Issue date: 15/05/2023

Meeting Number **DAG024**

Venue **Virtual – MS Teams**

Meeting Date and Time **10 May 2023 10:00-12:00**

Classification **Public**

Actions

Area	Ref	Action	Owner	Due	
Minutes and actions	DAG24-01	Programme to provide an update on status of paper on complex site/ MPAN linkage	Programme (Rob Short)	14/06/23	
Summary and next steps	DAG24-02	Programme PMO to confirm timing of next design assurance forum	Programme PMO	12/05/23	
	DAG24-03	Programme to confirm next steps on CR018	Programme (Ian Smith)	15/05/23	

Decisions

Area	Ref	Discussion
Minutes and actions	DAG-DEC50	Minutes of DAG meeting held 08 March 2023 approved

Key Discussion Items

Area	Discussion
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<p>Minutes and actions</p>	<p>Action updates can be found within the meeting papers and minutes. Key updates are provided below:</p> <p>DAG20.1-12: The Programme clarified this action related to rules within the MHHS Design which allow the import/export Data Collector to be different, which is a change from current arrangements. The Programme have published a paper on complex sites/inked MPANs and a further action was taken for the Programme to provide an update on status of this paper (ACTION DAG24-01). Action ongoing.</p> <p>DAG21-03: The Programme advised a new consultation dashboard has been published in the MHHS website alongside the Design Issue Notification (DIN) Log. The Programme clarified how DINs process through review by the MHHS Design Team, to Programme Change Request (CR), and then to release. DAG members were advised the DIN Review is the right juncture for parties to review and comment on upcoming design changes, and this will assist the Programme in managing the configuration and release of changes. Change marked Design Artefacts will be published alongside the relevant CR and then released as an incremented version of the related Design Artefact. Action ongoing.</p> <p>DAG21.12: The Programme advised the Code of Connections and PKI Interface documents have been issued for informal review, and a webinar will be held 11 May 2023 to provide an overview of these. The documents will then be issued for formal review and submitted to DAG for comment. Action closed.</p> <p>DAG23-06: The Programme acknowledged that changes to SIT criteria which arise as part of changes to the MHHS Design need to be flagged to participants. One attendee highlighted challenges with knowing which versions of Design Artefacts SIT evidence should be provided against. It was noted this challenge may be resolved as part of the ongoing change control review but a resolution is required urgently as some parties are already entering PIT and SIT will commence after this, The group agreed to retain this action until the change control review and improvement is complete. Action ongoing.</p> <p>DAG23-08: The Programme advised a wider review is ongoing on content which could be published as part of a Programme Knowledge Base. The group agreed to retain the action until this review is complete. Action ongoing.</p>
<p>Programme Updates</p>	<p>The Programme issued the Design Assurance Survey to cohort two and all other participants. Deadline for responses is Tuesday 30 May 2023. The survey questions and information on the approach and timelines can be found on the Design Assurance page of the MHHS website.</p>
<p>Change Requests</p>	<p><u>CR017/CR018</u></p> <p>The Programme provided an update on CR018. The Programme requested DAG member comments to be provided by 10 May 2023 and advised that feedback will be reviewed, and any amendments will be undertaken to the updated Change Request. CR018 will then be issued for Impact Assessment (IA). The iDNO Representative advised that LDSOs have comments and will submit these in line by the deadline. The representative stated LDSOs would not approve the CR in its current form owing to a feeling previous comments had not been incorporated. The Programme requested LDSO comments are provided as soon as possible to avoid continued delays to approval of the CR. The DAG were advised LDSOs will provide a change marked version of the CR and work with the Programme to revise the CR such that it could be approved without further comments.</p> <p>DAG members discussed the approval timeline for CR018 and the process for adding changes to Design Artifacts, emphasising that these factors require careful consideration. The Programme acknowledged ambiguities regarding how messages are processed outside of regular business hours. It is unclear whether this applies only to weekdays or includes weekends. RECCo raised concerns about messages in the Secured Active Window, which are believed to have either been misinterpreted from the MHHS Design or require an update to CR018. The Programme assured members it will hold conversations directly with the commenters and update CR018 as needed before reissuing for Impact Assessment. DAG members stated they found it hard to understand</p>

	<p>what changes to Design Artefacts would be required from CR018. The Large Supplier Representative suggested the Impact Assessment window should be 10 working days, which several DAG members agreed with.</p> <p>The IPA cautioned an approval decision is needed on CR018 or there is risk of delay to other areas and undue impacts on participant design and build activities. The IPA highlighted the numerous comments provided by DAG members since CR018 was raised and that CR had consistently returned to DAG without a decision being forthcoming. The IPA urged DAG to reach a decision on CR018.</p> <p>The Programme assured members that all comments will be reviewed, and parties contacted for discussion on resolution of comments. The Programme reminded DAG members of the deadline for submission of comments after which the CR will be amended and re-issued for IA. The Programme noted a decision will be made on whether to go ahead with an extraordinary DAG currently scheduled for 25 May 2023 following receipt of comments and consideration of the scale of changes to be made to the CR.</p> <p><u>CR015</u></p> <p>The Programme provided an update on CR015. The Programme noted a Design Resolution Group (DRG) will be held 18 May 2023 to review Interim Release 2. The RECCo Representative raised concern about when changes to Design Artefacts will actually be made. DAG members raised concerns over current review and release timeframes for approved CRs. The Programme noted the current baselined versions of the Design Artefacts are v5.0. Interim Release 1 will lift this to v5.1, with change marked documents provided. Change marked artefacts for Interim Release 2 will be issued with the assumption the v5.1 are approved. The majority of changes are minor and can be unwound if necessary.</p>
<p>Design Review Process</p>	<p>The Programme provided an update on Interim Release 1. In summary, there were 266 items in the DIN Log and release 1 will seek to resolve 138 of these changes. Release 1 was issued for assurance comments and with a deadline of 09 May 2023. Over 200 comments were received on Release 1 from 12 constituents. The Programme will review these comments and process updates which may be required with an assurance forum to be held 26 May to review any changes, outstanding comments, or dissensus. The RECCo Representative raised concern over the traceability between changes to the Design Artefacts and items in DIN Log, stating around 50% of changes had not been clearly denoted as emanating from a DIN.</p> <p>The Programme noted that where a contentious change arises, this will be carved out from the given release, reviewed by an appropriate governance group, and scheduled for further development/release.</p> <p>The DAG discussed various concerns with the design review process. Concerns were raised over design mailbox response times, the timeliness of the implementation of approved changes, and the ability of parties to trace changes back to a relevant DIN. Several members advised they were not able to tell whether changes within the revised Design Artefacts issued for review were as a result of a DIN, and as such, could not say whether the DINs had been resolved.</p> <p>DAG members also noted that both major and minor changes could have unexpected effects on process interpretation and not being able to trace them back raised concerns. Another member expressed nervousness over deadlines and tension with the quality of reviewed documents. The Chair asked the Design Team to improve the timeliness of additions and responses to the DIN Log. DAG members discussed upcoming releases and questioned whether Interim Release 3 was scheduled for after PIT commencement and how the release of amended Design Artefacts would be managed.</p>

DAG ToR	The Chair highlighted the need to revise DAG's ToR as the focus shifts from design to delivery. It was noted that no target date currently set on a revised ToR, as this work is dependent on wider Programme Governance and Change Control Approach updates which remain ongoing. Any changes in DAG's scope will need to be captured in the revised ToR, alongside the agreed shift in delivery focus.
Summary and next steps	<p>DAG members requested Programme confirmation regarding the date of the next design assurance forum (ACTION DAG24-02), as well as further clarity for the next steps for CR018. This should cover the review period timelines and whether an extraordinary DAG will be convened (ACTION DAG24-03).</p> <p>DAG members discussed whether IF004 will be entered into the DIN Log. The Programme responded this would be reviewed and a response provided on how the IF004 document is to be used, with a DIN raised if necessary.</p>

Date of next DAG: 14 June 2023