MHHS Design Advisory Group (DAG) Headline Report

Issue date: 19/06/2023

Meeting Number	**DAG025**	Venue	**Virtual – MS Teams**
Meeting Date and Time	**14 June 2023 10:00-13:00**	Classification	**Public**

Actions

Area	Ref	Action	Owner	Due
Minutes and Actions	DAG25-01	Programme to ensure clarity on current baselined artefacts by including all artefacts in the release note and indicating the current version number and whether any changes have occurred	Programme (Paul Pettit)	05/07/2023
	DAG25-02	Programme to confirm how design releases interact with testing	Programme (Lee Cox)	12/07/2023
Transition Design	DAG25-03	Programme to ensure Transition Design artefacts are released and uploaded to the Programme Collaboration Base as required	Programme (Kevin Spencer)	ASAP
Programme Change Requests 024 & 025	DAG25-04	RECCo to update CR025 to correct name	RECCo (Sarah Jones)	ASAP
Design Review Process	DAG25-05	Programme to hold bilateral with LSC to provide overview of Fast Track process	Programme (Paul Pettit)	12/07/2023
	DAG25-06	Programme to issue Fast Track Design Update Process slides to DAG	Programme (PMO)	21/07/2023
Previous Meeting(s)	DAG24-01	Programme to provide an update on status of paper on complex site/ MPAN linkage	Programme (Rob Short)	14/06/23

	DAG23-08	Progress activity on developing and sharing a design knowledge base – to share common design queries that come into the Programme but do not make it onto the DIN log (i.e., design queries that do not result in changes to artefacts)	Programme (Paul Pettitt)	10/05/2023
	DAG21.1-08	Programme to consider whether change marked artefacts should be issued with Programme Change Requests and who would be expected to provide any change marking	Programme (PMO)	14/06/2023
	DAG20.1-12	Programme to consider how to provide clarity on the data services for import/export meters and how Programme Participants can be given visibility of this	Programme (Ian Smith)	12/04/2023
	DAG20.1-04	Programme to confirm which role code MDS would use (current presumption is SVA code)	Programme (Ian Smith)	15/02/2023
	DAG20.1-01	Programme to consider how to increase awareness of the Programme change request process and Design Change Management Procedure for Participants (e.g. webinar, newsletter article, etc.)	Programme (PMO and Design Team)	14/06/2023
	DAG20-03	DAG members to provide any views on the role of DAG post M5 Work-Off Plan completion to support review of DAG ToR	DAG Members	12/04/2023
	DAG17-02	Chair to review the DAG Terms of Reference to ensure there is clarity over the role of DAG post-M5	Chair	14/12/2022

Decisions

Area		
Minutes and actions	DAG-DEC51	Minutes and Headline Report of DAG meetings held 12 April 2023 and 10 May 2023 approved with no amendments
Transition Design	DAG-DEC52	The SRO approved the baselining of the Tranche 1 Transition Design Artefacts
D-Flow and Interface Mapping (DES196)	DAG-DEC53	The SRO approved Option 3 with regard to the progression of the *DES196 D-Flow and Interface Mapping*

Programme Change Requests 024 & 025	DAG-DEC54	The DAG approved the issuance of Programme Change Requests (CR) 024 and 025 to Impact Assessment, subject to a minor correction to the title of CR025

Key Discussion Items

Area	Discussion
Minutes and Actions	Full actions wording and updates can be found within the meeting papers. Key updates are provided below: **DAG19-02:** Ofgem advised it was challenging to determine an assumed figure for MHHS opt-out, but noted all sites are automatically opted-in. New service provision by Suppliers may sway opt-out rates. There is no current intention to make opt-in mandatory. Action closed. **DAG21.1-09:** The Programme advised proposed improvements to the *MHHS-DEL171 Change Control Approach* will include greater power for advisory groups to accept small changes to CRs without the need to return to the Programme Change Board. The DAG discussed how design update releases interact with testing and Swagger versions. The Programme advised Interim Release (IR) 2, due 05 July 2023, will provide the *de minimis* CIT SIT requirements which will form part of the criteria for entry to SIT Functional in March 2024. A release note will be provided with each IR detailing what updates have occurred and redlined artefacts will be uploaded to the Programme Collaboration Base with clear version numbers. The Programme took an action to ensure clarity on current baselined artefacts by including all artefacts in the release note and indicating the current version number and whether any changes have occurred (**ACTION DAG25-01**). POST MEETING UPDATE: The release note will contain all baselined Design Artefacts and will show the latest version number of each and whether the artefact has changed with each release. If no change has occurred this will be indicated in the release note. This will ensure a view is provided with each release of all the current baselined artefacts and their version numbers. The DAG then discussed whether there will be a cut-off for artefact updates that will be expected to be incorporated into Elexon Central Systems and DIP builds. Several members wished to understand what requirements exist to ensure central systems are bult to the same release as parties will be building/testing to. The Programme took an action to confirm (**ACTION DAG25-02**). Action closed.
Transition Design	The Programme provided an overview of the Tranche 1 Transition Design documents recently developed via the Migration and Transition Design Subgroup. The documents were issued for consultation with 62 responses received, and an assurance meeting was held at which no issues were raised. The Chair invited comments or objections from DAG members to which none were received. The Chair, acting with delegated authority from the MHHS Senior Responsible Owner (SRO), approved the baselining of the Tranche 1 Transition Design Artefacts (**DECISION DAG-DEC52**). The Programme confirmed the documents would now be baselined as version one and become subject to change control. The documents will be hosted alongside the Design Artefacts (**ACTION DAG25-03**).

D-Flow and Interface Mapping (DES196)	The Programme provided an overview of the *DES196 D-Flow and Interface Mapping*, an informal, non-baselined, non-MHHS governance document, which supports parties in understanding D-Flows and how these are treated/managed/changed/not impacted by MHHS. It details the status of D-Flows from old to new arrangements.

The Programme advised the next steps were to formalise the document and make it subject to change control. An overview of consultation comments was provided per the meeting slides. The main themes were around the reconciliation of the document tabs showing each flow and correction of uncertainty around some placement of flows within the structure of the doc. A comments log detailing the themes of the consultation responses and the Programme's response/outcome will be published

The DAG discussed the approval timeline for the document, noting the options provided within the meeting papers. Following discussion, the Chair determined Option 3 would be chosen whereby the document would be updated and the consultation themes and Programme responses published. The documents would then be issued for a further consultation with a decision on approval to be sought at the DAG meeting on 12 July 2023 (**DECISION DAG-DEC53**). |
| **Programme Change Requests 024 & 025** | RECCo provided an overview of two new Programme Change Requests (CRs), advising they seek to make changes to data items contained within the MHHS Interface Catalogue to resolve minor differences between old and new data items and to provide clarity where same data items are to be used across DIP and D flows. Updates to date and time formats are also proposed as well as tweaks to code terminology requirements. Full details of the changes proposed can be found within the CR document available on the MHHS website.

The DAG agreed, subject to a minor correction to the title of CR025 (**ACTION DAG25-04**), that both CRs could be issued to Impact Assessment (IA) (**DECISION DAG-DEC54**). |
| **Design Review Process** | **Overview**

The Programme provided an overview of the new Fast Track Design Update Process which was approved by the Programme Steering Group (PSG) on 08 June 2023. The Programme advised the process will assist the clearance of the Design Issue Notification (DIN) backlog and provided an overview of the journey for raising a DIN, review/objections by participants, treatment of objections by the Programme, the treatment of items requiring development, and ultimate release of design updates.

A series of 'Interim Releases (IRs)' are planned where updates to the design artefacts emanating from DINs will be implemented. Participants will be given an opportunity to review and object to any proposed change provided in the DIN Log. There will be a set window for objections, and where an objection occurs this will prompt consideration of whether the proposed update is carved out of a given release for development whilst the remaining updates are allowed to progress. This helps to balance the need to expedite minor or essential updates to the MHHS Design whilst ensuring participants can input, review, and object.

The new process means IR1 will now be brought forward to 16 June 2023. IR2 will be released 05 July 2023, and the cut-off date for objections is 23 June 2023. Further information was provided on the release schedule for the remainder of 2023. A process diagram was provided showing how updates arise and progress to release. The PSG will review the efficacy of the process on 05 July 2023 after one month of operation. Participants will be made aware of the new process via The Clock and the process published to the Programme Collaboration Base. |

	Where a DIN requires development or discussion, this will be undertaken via the Design Resolution Group (DRG). The next DRG is 15 June 2023, where items for future releases and *CR015 Differential Settlement for E7/E10 Meters for Smart Opt-out customers* will be discussed.
	DAG Comments
	One member requested information on how objections are treated. The Programme advised if an objection is made before the deadline the Programme will discuss this with the raiser to assess the significance of the objection and potential solutions. This may involve submission to the DRG. If a resolution is not obtained the objection will be raised to DAG. The member wished to ensure responses from Design Team are timely and objections are not missed. The Programme advised daily triage meeting are being held and the current response times are down to c.4days from c.10days in March 2023.
	The Large Supplier Constituency representative requested a bilateral discussion with he Programme to discuss the process (**ACTION DAG25-05**).
	Another member asked for confirmation of whether all DINs would now follow the fast track process. The Programme advised all DINs will follow this process and the onus is on participants to object if they believe an update requires development or wider IA. Where no objections occur, the relevant artefact will be updated and form part of the MHHS design baseline, with change marked versions of the artefact published also.
	A further comment was raised regarding DIN items in IR1 which were objected to but are still due to be released. The Programme advised these were reviewed but there was no reason to pull the items from the release.
	The Programme advised the is an intention to issue the DIN Log twice per month and from IR2 onward a detailed release note will be provided indicating what the current baselined artefacts are and whether they have been updated as part of the release. The Programme agreed to issued the slides detailing the process to DAG (**ACTION DAG25-06**).
DIP Design Documents	The Programme provided an update on the timelines for approval of the DIP Interface Code of Connection (CoCo) document and Public Key Infrastructure (PKI) Policy. Following consultation, a Security Design Working Group (SDWG) will be held 28 June 2023 to review any issues arising from consultation comments. This meeting is open to all interested participants.
	The DAG considered that approval of the documents before the next regular DAG meeting was preferable. It was agreed that if no assurance issues arise from the SDWG, the documents could be issued to the DAG for an ex-committee recommendation on approval, with the Chair making a decision on or around 05 July 2023. As contingency, the documents could be presented for a decision on approval at the next DAG on 12 July 2023.
Change Requests	**CR018 Registration Service Operating Hours**
	The DAG discussed whether a prospective ex-committee decision on CR018 would be appropriate, following closure of the re-issued Impact Assessment. The DAG agreed that if the consultation comments are low-level or low severity, the change could be issued to DAG ex-committee for an approval recommendation. If the consultation comments are significant and require material amendments to the CR, then the CR will be submitted to either an extraordinary DAG or at the next regular DAG meeting on 12 July 2023.

Date of next DAG: 12 July 2023 10am