MHHS Design Advisory Group (DAG) Minutes and Actions

Issue date: 21/06/2023

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

Attendees:

Chair	**Role**
Justin Andrews (Chair)	Chair

Industry Representatives	
Andrew Green (AG)	I&C Supplier Representative
Carolyn Burns (CBu)	Small Supplier Representative
Daniel Arrowsmith (DA)	National Grid ESO
David Yeoman (DY)	DNO Representative
Donna Jamieson (DJ)	iDNO Representative
Haz Elmamoun (HE)	Large Supplier Representative
Riccardo Lampini (RLam)	Elexon Representative
Kristina Leary (KL) (on behalf of Robert Langdon)	Supplier Agent Representative
Sarah Jones (SJ)	RECCo Representative
Seth Chapman (SC)	Supplier Agent Representative
Stuart Scott (SS)	DCC Representative (as smart meter central system provider)
Vladimir Black (VB)	Medium Supplier Representative

MHHS	
Berlinda Kugara (BK)	Design Team
Fraser Mathieson (FM)	PMO Governance Lead
Matthew McKeon (MM)	Design Team
Paul Pettitt (PP)	Design Lead
Richard Gwatkin (RW)	DIP Lead
Robert Topley (RT)	Design Team
Warren Fulton (WF)	Programme Advisor

Other Attendees	
Andy MacFaul (AMF)	Ofgem
Danielle Walton (DW)	Ofgem
Colin Bezant (CBe)	IPA
Jenny Boothe (JBo)	Ofgem

Apologies

Caroline Farquhar	Consumer Representative
Robert Langdon	Supplier Agent Representative

New / Outstanding 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	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	Dec Ref	Decision
Minutes and actions	DAG-DEC51	Minutes and Headline Report of DAG meeting held 12 April 2023 approved with no amendments. Headline Report of DAG meeting held 10 May approved with no amendments, and Minutes approved subject to minor 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 (approval at July DAG meeting) with regard to the progression of the DES196 D-Flow and Interface Mapping
Programme Change Requests 024 & 025	DAG-DEC54	The DAG Chair approved the issuance of Programme Change Requests (CR) 024 and 025 to Impact Assessment, subject to a minor correction to the title of CR025

Minutes

1. Welcome and Introductions

The Chair welcomed attendees to the meeting and provided an overview of the meeting agenda.

2. Minutes and Actions

The minutes and headline report of the DAG meeting held 12 April 2023 were approved with no amendments. The headline report of DAG meeting held 10 May 2023 was approved and the minutes approved subject to minor amendments provided by HE.

> **DECISION DAG-DEC51: Minutes and Headline Report of DAG meeting held 12 April 2023 approved with no amendments. Headline Report of DAG meeting held 10 May approved with no amendments, and Minutes approved subject to minor amendments**

The DAG reviewed the outstanding actions. Full action wording and updates can be found within the meeting papers. A summary of key discussions and action statuses are provided below:

DAG17-02: See agenda item 10. Ongoing.

DAG19-02: JBo advised assumed opt-out rates are difficult to determine, and noted applicable sites are automatically opted-in for MHHS. There are multiple drivers on Programme timelines for opt-in. Supplier new service provision may also sway opt-out rates. If Suppliers are not providing time of use tariffs there may be no reasons to opt-in. Current load shaping data will be used where no data is available. Ofgem do not intend to create a mandatory opt-in obligation at this time. The Chair welcomed the update and clarified this action was originally aimed at supporting a decision on options for Programme Change Request (CR) 015 (*Differential Settlement for E7/E10 Meters for Smart Opt-out customers)*, but as this change has now been approved the driver for the action has gone. Action closed.

DAG20-03: Action related to DAG17-02. Ongoing.

DAG20.1-01: FM advised actions were underway to update the *MHHS-DEL171 Change Control Approach* document to smooth certain aspects of the Programme's overarching change control process, such as empowering Level 3 Programme advisory groups such as DAG to be able to make minor amends to CRs prior to issuance to Impact Assessment (IA) without having to seek re-validation of the CR via the Programme Change Board. Once these updates are complete, a housekeeping CR will be raised to the Programme Steering Group (PSG) to implement the updates. This is likely to take place in July 2023 and wider awareness will be sought thereafter. SC asked for clarity on how the new Fast Track Design Update Process and the Change Control Approach operate. The group were advised the Change Control Approach is the overarching change control process for the Programme as a whole, including significant changes to Design Artefacts which require a CR and Impact Assessment, or changes to enshrined Programme structures such as the Governance Framework. The Fast Track process simply seeks to allow the expedited update of baselined Design Artefacts while facilitating participant input, review, and objection where necessary. Where objections occur, these will be taken to the Design Resolution Group (DRG) for discussion, the outcome of which may be a CR or escalation to DAG. HE requested a flow chart is provided showing the routing of incoming changes through the fast track process or CR process. PP advised a flow chart had been published with the new fast track process, which will be discussed under agenda item 6, and a notice was issued in The Clock. Action ongoing.

DAG20.1-04: The Programme advised the continued assumption is the SVA code will be used. Confirmation is still being sought from Elexon Helix. Action ongoing.

DAG20.1-12: The Programme advised this action was still ongoing. See also ACTION DAG24-01. Action ongoing.

DAG21-03: The Programme advised a new Master Consultation Dashboard and Master Change Request Dashboard have been published on the MHHS website. Consideration was given to amalgamating these with the Design Issue Notification (DIN) Log, however as each document pertains to very different processes a decision was made to host them separately. Action closed.

DAG21.1-08: Action part of wider review/improvements to Programme change control. Ongoing.

DAG21.1-09: FM advised part of the prospective updates to the *MHHS-DEL171 Change Control Approach* document include greater power for advisory groups to accept small changes to CRs without the need to return to the Programme Change Board prior to issuing to IA.

CBu requested this action is expanded to include the provision artefact version numbers with each release to enable parties to understand which version is current and whether peripheral tools such as Swagger are built to the latest

versions. PP advised a release note will be provided with each Interim Release (IR) detailing what updates have occurred and redlined artefacts will be uploaded to the Programme Collaboration Base with clear version numbers. PP advised IR2, 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. SC asked that a view of all current baselined artefacts is provided with each release, rather than just a list of artefacts which have changed, to enable a quick understanding of what is contained within the overall design baseline at the point of each release.

ACTION 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

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 from IR2 onward. 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.

SJ enquired whether there was a cut-off date for incorporation of design release updates into central system builds to ensure parties are testing against the same version of the design systems have been built to. This also applies to Swagger version and Programme simulators/emulators. PP advised the June and July IRs will provide the minimum which parties must build against and an action was taken to provide clarification on how design releases interact with testing.

CBu highlighted the lead times for updates to data generators and simulators will require consideration to ensure lead times can be met and queried what the baseline version of the design would be for these tools. SC requested an understanding of whether subsequent versions of the DIP Simulator will be provided for later design releases. PP considered it would be prudent for the MHHS Testing Team to present at the next DAG meeting.

ACTION DAG25-02: Programme to confirm how design releases interact with testing

Action closed.

DAG22.1-01: An indicator will be provided within the Master Change Control Dashboard of whether a CR potential affects the MHHS Design. Action closed.

DAG22.1-05: An updated *DES196 D-Flow and Interface Mapping* document has been created following consultation. See agenda item 4. Action closed.

DAG23-06: PP noted IR2 will contain the minimum requirements participants would need to provide evidence against for SIT, and a view criterion is included in the proposed release timeline provided with the Fast Track Design Update Process. Action closed.

DAG23-08: The group agreed to retain the action until the Knowledge Base is implemented. Action ongoing.

DAG23-09: Design change timeline slides were shared alongside the Headline Report of the April DAG. Closed.

3.   Transition Design

WF 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 SRO approved the baselining of the Tranche 1 Transition Design Artefacts

The Programme confirmed the documents would now be baselined as Version 1.0 and become subject to change control. The documents will be hosted alongside the baselined Design Artefacts.

ACTION DAG25-03: Programme to ensure Transition Design artefacts are released and uploaded to the Programme Collaboration Base

4.   D-Flow and Interface Mapping (DES196)

MM provided an overview of the *DES196 D-Flow and Interface Mapping*, an informal, non-baselined, non-MHHS governance document, which supports parties' understanding of D-Flows and how these are

treated/managed/changed/not impacted by MHHS. It details the status of D-Flows from current to new MHHS arrangements.

MM 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.

HE advised the Large Supplier Constituency was happy to see updates to this document following previous comments over quality. HE requested a consultation is undertaken on the revised document. SC supported that a consultation should be requested if the document is to be baselined and then be subject to change control.

SC questioned whether the document needs to be baselined, to which MM replied this was requested on the basis of providing stability given the code drafting work it would support, and to ensure control and governance of the document. Whilst the DES196 is a guidance document rather than a Design Artefact, baselining ensures a stable and common refence point and supports future changes to the Retail Energy Code (REC) and Balancing and Settlement Code (BSC), as well as changes to the data specification and a BSC-owned subset of the data specification. The Chair clarified the DES196 would be baselined as a guidance document only.

SJ supported the baselining of the document, noting it effectively describes consequential change and provides certainty. Baselining would embody the design-led intent of the Programme and if the document is not approved as part of the MHHS suite of design documents there may be challenges with code drafting.

The DAG discussed the approval timeline for the document, noting the options provided within the meeting papers. Following DAG member majority view of Option 3 (one member for Option 1 and two for Option 2), 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: The SRO approved Option 3 with regard to the progression of the DES196 D-Flow and Interface Mapping

5.   Programme Change Requests 024 & 025

SJ provided an overview of two new Programme Change Requests (CRs) raised by RECCo, advising they seek to make changes to data items contained within the MHHS Interface Catalogue to resolve minor differences between current and new MHHS 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.

An action was placed with RECCo to enact a minor correction to the title of CR025.

ACTION DAG25-04: RECCo to update CR025 to correct name

The DAG Chair agreed, subject to the above correction, that both CRs could be issued to IA.

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

6.   Design Review Process

Overview

PP provided an overview of the new Fast Track Design Update Process which was approved by the PSG on 08 June 2023. The Programme advised the process will assist the clearance of the 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 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 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

CBu 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. CBu requested that responses from Design Team are timely and objections are not missed. The Programme advised daily triage meetings are being held and the current response times are down to c.4 days from c.10 days in March 2023.

HE representative requested a bilateral discussion with the Programme to discuss the process.

ACTION DAG25-05: Programme to hold bilateral with LSC to provide overview of Fast Track process

SC asked for confirmation of whether all DINs would now follow the Fast Track process. PP 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. SC believed for significant changes an opportunity is required for participants to review redlined changes prior to release. PP replied redlining will be provided with each release, and where any errors are identified, these can be corrected quickly via the Fast Track process. PP noted the resource challenges and work at risk that would be involved with producing redlining for every new CR or every DIN-related update ahead of release.

SC noted there was no objection process for IR1, which would have been objected to. PP advised these were reviewed but there was no reason to pull the items from the release.

SJ noted comments/objections which have not been carved out of IR1, noting a specific example of an objection slated to be resolved in IR2. SJ considered this added complexity to the process, and expressed a hope that IR2 and other future releases would be smoother.

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 issue the slides detailing the process to DAG.

ACTION DAG25-06: Programme to issue Fast Track Design Update Process slides to DAG

7.   DIP Design Documents

RG 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.

HE advised they would agree with this provided a minimum of five working days are given for review.

SC queried whether there may be any impact on the DIP service provider (Avanade) if approval is delayed. RG, as the MHHS DIP Delivery Managed, stated there would be no detrimental impact.

SJ asked whether the documents would become baselined artefacts, subject to approval. RG confirmed that they would and would become subject to change control and Programme governance. The DAG noted that the requirements would then proceed into code drafting.

DA advised they supported the timelines, noting National Gid ESO are not particularly impacted, but are keen to avoid any slippage.

8. 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.

Several members expressed a desire to see the resolution of consultation comments and any contentions recorded, as well as an opportunity to review how this change would be enacted in the Design Artefacts.

SC advised the Supplier Agent Representative (Independent Supplier Agent) constituency would not support approval of CR018 at this stage as they do not believe the CR is detailed enough to assess the detail of the change. SC did not believe the CR contains sufficient information to understand what changes would be made to the Design Artefacts.

POST MEETING NOTE: SC confirmed after the meeting they had reviewed v1.3 of CR018 rather than the v1.8 issued for IA.

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. The Programme will assess the comments and the Chair will decide whether CR018 can be issued for ex-committee approval.

POST MEETING UPDATE: Following assessment of the consultation responses, the Programme has created a changed marked version of the MHHS Operational Choreography artefact. This has been issued to DAG members along with a summary of the consultation responses and the Programme's assessment of these, as well as the latest version of CR018 (v1.8). The DAG have been requested to provide a recommendation on approval by 08:00am 29 June 2023 and the Chair will review the recommendations and make a decision on CR018 on 29 June 2023 (taking on board DAG views, customer benefits, costs, implementation and design considerations). As contingency, the DAG chair may consider taking the decision to the DAG on 12 July 2023.

9. Programme Updates

This item was taken as read. No comments raised.

10. DAG ToR Review

The Chair advised an updated DAG Terms of Reference will be submitted to the 12 July DAG for review following approval by the PSG of the updated *MHHS-DEL171 Change Control Approach* document.

11. Summary and next steps

FM summarised the meeting actions.

The Chair closed the meeting.

Dates of next meetings:

DAG: 12 July 2023 10am

SDWG DIP Code of Connections and PKI review: 28 June 2023 1pm