MHHS Programme Steering Group (PSG) Headline Report

Issue date: 11/12/2023

Meeting Number	**PSG027**	Venue	**Elexon's Offices, 350 Euston Rd, London.**
Date and Time	**06 December 2023 10:00-12:00**	Classification	**Public**

New / Outstanding Actions

Area	Ref	Action	Owner	Due
CR035 Decision	PSG27-01	Programme to amend CR035 solution such that the Supplier seats and Agent seats for the new Migration and Cutover Advisory Group (MCAG) mirror the constitution of the Testing and Migration Advisory Group (TMAG) (i.e. separate small / medium / large Supplier seats and separate Supplier Agent and Supplier Agent (Independent) seats)	Programme (Chris Welby)	07/12/2023
	PSG27-02	Programme to amend CR035 solution to reflect the agreed provision of an enhanced headline report which captures the context around decisions as well as pertinent industry viewpoints, and ensures a clear audit trail, with this documented within MHHS Governance Framework	Programme (Fraser Mathieson)	07/12/2023
	PSG27-03	Programme to amend CR035 solution to reflect the agreed provision of timestamps future headline reports where decisions are made to support review of meeting recordings by participants where necessary	Programme (Fraser Mathieson)	07/12/2023
	PSG27-04	Programme to provide information to the Large Supplier Representative on how headline reports will be managed, to enable this to be provided to constituents	Programme (Fraser Mathieson)	07/12/2023
Change Management During Testing and Code Deployment	PSG27-05	Programme to provide criteria for assessing the criticality of change and the recommended outcome (e.g. change implemented post MHHS-migration, or held until first business-as-usual settlement run, etc.)	Programme (Chris Welby & Andrew Margan)	10/01/2024
Previous Meeting(s)	PSG26-02	PSG members to provide views from constituents on anything they would like from Ofgem beyond what is currently provided to PMO@mhhsprogramme.co.uk by 15 December 2023	PSG Members	15/12/2023
	PSG26-03	Ofgem to provide a view of expectations on industry parties and strategic priorities/drivers at the January 2024 PSG.	Ofgem (Melissa Giordano)	10/01/2024

	PSG25-01	Helix to develop high level plan to take forward SASWG/CR013 outputs and engage with Change Raiser	Elexon Helix (John Abbot)	08/11/2023
	PSG24-01	Elexon and RECCo to provide transparency around qualification testing dates, assumptions on equivalence from SIT, and understanding of testing which may be required in addition to SIT-based evidence requirements. In addition, Elexon and RECCo to ensure the clarifications are raised to the Qualification and E2E Sandboxing Working Group (QWG) and current plan dates are published.	Elexon (Victoria Moxham) & RECCo (Jonny Moore)	04/10/2023
	PSG24-02	Elexon to discuss development of the Qualification Assessment Document (QAD) and Qualification Approach and Plan document with the IPA	Elexon (Victoria Moxham)	04/10/2023
	PSG21-05	Programme to discuss with IPA the potential inclusion of IPA test assurance activities alongside programme plan information, to assist participants' view of effort requirements.	Programme and IPA	Q1 2024
	PSG18-05	Progress the assurance process for LDSOs for the accuracy of data for DUoS billing.	IPA	January 2024
	PSG17-05	Review the post-implementation approach to Benefits Realisation and how Benefits Realisation will be handed over to Ofgem at M16. Jason to set up meeting with Ofgem and IPA to progress from CP2 findings.	Programme (Jason Brogden)	PSG February 2024

Decisions

Area	Ref	Decision
Minutes and Actions	PSG-DEC63	The PSG approved the headline report and minutes of the PSG meeting held 08 November 2023 with no amendments.
CR035 Decision	PSG-DEC64	The SRO approved CR035 subject to agreed amendments

Key Discussion Items

Area	Discussion
Minutes and Actions	The headline report and minutes of the last meeting were approved with no amendments (**DECISION PSG-DEC63**). Action wording and updates can be found within the meeting papers and discussion points are summarised below: **PSG18-05**: The Programme highlighted the settlement testing approach aspect of this action had been provided within the headline report and minutes of the PSG held 08 November 2023. The remaining element of the action relating to DBT2 assurance is with the IPA, with outputs expected toward the end of the January 2024. The DNO Representative advised DNOs are still working through the requirements of Data Integration Platform (DIP) outputs to ensure the accuracy of Distribution Use of System (DUoS) billing and expressed concerns over whether there is alignment between the actors in this area on what is need to ensure ethe correct journey of data for billing. The Programme noted there is an agreed delivery plan and any additional work will proceed via industry governance. Action ongoing.

	PSG26-02: The Chair reminded PSG members to provide views to Ofgem by 15 December 2023. Action ongoing.
CR035 Decision (Recording timestamp: 13:02)	The Programme provided an overview of the Impact Assessment (IA) responses received for Change Request (CR) 035, per the meeting slides, noting respondents were generally supportive of the change. The PSG were generally supportive of restructuring the Testing and Migration Advisory Group (TMAG) into three separate advisory groups. The Programme highlighted IA comments regarding the constituency representative seats for the proposed new Migration and Cutover Advisory Group (MCAG). The Change Raiser agreed to amend the solution such that the Supplier seats and Agent seats for MCAG mirror the constitution of the TMAG (i.e. separate small / medium / large Supplier seats and separate Supplier Agent and Supplier Agent (Independent) seats (**ACTION PSG27-01**). The Programme noted that in practice, the Supplier Agents seats across MHHS governance groups were currently filled by independent agents. The PSG discussed the proposed removal of minutes as an output of MHHS governance meetings, to be replaced by the existing headline reports. Several members expressed reservations about whether headline reports would capture the context behind decisions and industry viewpoints sufficiently, with the Large Supplier Representative stating their constituency opposed the removal of minutes. The Programme agreed to offer an enhanced headline report which captures the context around decisions as well as pertinent industry viewpoints and ensures a clear audit trail, and to document this within the amended MHHS Governance Framework (**ACTION PSG27-02**). The Programme advised timestamps will be added to future headline reports where decisions are made to support review of meeting recordings where necessary (**ACTION PSG27-03**). The Programme also agreed to provide information to the Large Supplier Representative on how headline reports will be managed, to enable this to be provided to constituents (**ACTION PSG27-04**). Specific views of PSG members are summarised below:

Constituency	Comments
DNO Representative	Supported the restructuring of TMAG. Believed the removal of minutes may make the review of decisions by participants more challenging and stated this had not been specifically consulted on but that DNOs would likely not be supportive. Stated that IA comments around voting at the Design Advisory Group (DAG) had not been represented correctly within the IA response summary within the meeting slides. Clarified the comments related to a perception DNOs had been 'outvoted' in relation to a decision on use of the D0170 data flow, rather than on CR018 as indicated within the summary.
Elexon Representative (as central systems provider)	No comments.
iDNO Representative	Noted the removal of minutes as a meeting output was not specifically consulted on. Expressed concern that comments provided by representatives which would be captured in minutes may not be captured in a headline report. Noted Programme agreement over provision of an enhanced headline report and offer to review whether this provides what industry needs and consider reinstatement of minutes if it does not.
Large Supplier Representative	Advised the Large Supplier constituency do not support the removal of minutes as a meeting output and believed a full record of minutes should continue. Did not believe the removal of minutes was specifically consulted on and stated Large Suppliers may consider raising a CR to reinstate full minutes if CR035 is approved. SRO advised minded-to position is to approve the CR subject to the provision of an enhanced headline report. Requested information is provided on how the removal of minutes is mitigated to enable this to be provided to constituents.

Medium Supplier Representative	Noted potential challenges over resourcing and asked whether existing TMAG reps could be transitioned to the SITAG. Programme advised calls for nominations will be made and it is expected current TMAG representatives will be nominated. Noted the agreement of the Change Raiser to amend the constitution of the MCAG to mirror the TMAG.	
National Grid ESO	No comments.	
RECCo Representative	Supported the restructuring of TMAG. Believed the removal of minutes may make the review of decisions by participants more challenging Questioned the removal of minutes as a meeting output and wished to ensure the context behind decisions is captured. Agreed an enhanced headline report may support this and requested participants be able to request additions to headline reports to ensure specific industry viewpoints are captured.	
	Requested that the re-assignment of RAID items is considered carefully, given the likely overlaps between what each new advisory group is responsible for.	
Small Supplier Representative	No comments.	
Supplier Agent Representative	Supported Supplier Agent Representative (Independent Supplier Agent) comments regarding constitution of MCAG.	
Supplier Agent Representative (Independent Supplier Agent)	Questioned why the proposed constitution of the MCAG does not include separate Agent seats (i.e. in-house agents and independent agents). Noted agreement of Change Raiser to consider inclusion of separate agent seats for MCAG. POST METTING UPDATE: Solution amended such that constitution of MCAG mirrors constitution of TMAG (i.e. separate agent seats).	
DCC Representative (as smart meter central system provider)	No comments.	
Consumer Representative	Representative not in attendance. Ex-committee comments provided in support of CR035.	
I&C Supplier Representative	Representative not in attendance.	

The Chair requested the views of the IPA. The IPA noted the current headline reports bear many similarities to minutes in the detail captured and consideration is required of what may be lost if full minutes are no longer provided. A clear audit trail of decisions is required and pragmatism is required to ensure specific comments from participants are captured. The Chair confirmed the provision of an enhanced headline report which would include additional detail on the discussion around decisions.

The Programme advised that, subject to approval of CR035, a call for nominations will be issued and the first meetings of the new advisory groups would be targeted for February 2024. An updated redlined Governance Framework would be issued containing the amendments agreed at the PSG meeting.

	The Chair, in their capacity as MHHS Senior Responsible Owner (SRO), approved CR035 subject to the amendments agreed (**DECISION PSG-DEC64** – recording timestamp 43:30).
Qualification Testing Updates	The Elexon Director of Customer and Code Management introduced updates on Supplier and Agent Qualification Testing (QT), advising detail on arrangements were presented at an extraordinary Qualification and E2E Sandbox Working Group (QWG) on 27 November 2023. Participants were encouraged to contact Laura.Kennedy@credera.co.uk with any comments or questions as Elexon continue to develop arrangements for QT.

The Elexon Director of Customer and Code Management introduced updates on Supplier and Agent Qualification Testing (QT), advising detail on arrangements were presented at an extraordinary Qualification and E2E Sandbox Working Group (QWG) on 27 November 2023. Participants were encouraged to contact Laura.Kennedy@credera.co.uk with any comments or questions as Elexon continue to develop arrangements for QT.

Elexon provided an overview of current developments, as per the meeting slides. The PSG were advised a new 'wave' approach had been agreed to help smooth the entry of participants into QT whilst maintaining alignment to the Programme Plan. Elexon will validate the wave participants are allocated to ensure it is suitable. Flexibility will be available for those who may be ready to qualify ahead of their allocated wave.

Wave Approach

Information on the wave approach for non-SIT Suppliers and Agents was provided per the meeting slides.

Overall Qualification Plan on a Page & Qualification Waves Plan on a Page

An overview of timelines was provided per the meeting slides. Test scenarios will be confirmed by April 2024 following review by participants. The earliest juncture at which Wave 1 is anticipated to qualify is August 2025.

SIT Participants and QT

Elexon confirmed the assumption there will be no additional testing for SIT participants. Elexon are working with the Programme to review the MHHS design artefacts to ensure there are no gaps with regard to qualification requirements.

Elexon advised that consideration is being given to how SI participants move to QT should they be unable to complete SIT within the required timeframes. The DNO Representative asked whether there was a risk participants may pull out of SIT in favour of QT. The Programme confirmed this risk was recorded within the Programme's RAID Log but there is currently little evidence this is a high probability. The Programme noted this risk has been monitored for some time and mitigations are in place. The Programme will continue to monitor this closely.

The Small Supplier Representative asked when the review of SIT scope and its coverage for QT purposes would be complete. The Programme advised this is in line with the delivery plans for qualification-related artefacts such as the SIT Approach and Plan, Test Scenarios, and Test Cases. RECCo confirmed Code Bodies have been involved in revieing and refining these artefacts and the risk of significant gaps is low and mitigated appropriately.

The Supplier Agent Representative asked when Agents will receive a clear view of the evidence required for qualification beyond QT. Elexon advised this is in progress and the intention is to present this to the QWG, with the Qualification Assessment Document (QAD) due to be presented to the January 2024 QWG and finalised at the February 2024 QWG. The QAD will list requirements and state whether they are a test evidence or QAD requirement. Code Bodies intent to operate a single qualification entry and exit process.

The Large Supplier Representative noted similar questions over the provision of information on qualification evidence required beyond QT and thanked Elexon for their responses to Large Suppliers ahead of the aforementioned eQWG, noting feedback has been positive.

LDSO QT Update

The Programme provided an update on non-SIT LSDO QT per the meeting slides. The Programme highlighted detail was shared with the QWG and participant feedback is informing the Qualification Approach and Plan document. Alternative approaches to test data further detail on the choreography

	at the end of SIT Cycle 2 will be provided to the QWG for discussion. Work is currently on track for the development of the LSDO QT approach, with this scheduled to be shared at the January 2024 QWG.
Programme Reporting	**MHHS Milestone Status** The Programme provided updates on upcoming programme milestones, noting SIT Functional commencement is currently amber owing to circa one third of participants not yet having provided their SIT PIT Approach and Plans on time and the Programme requiring time to assure these. The Programme expects that where dates have been missed, participants will be proactive in providing a recovery date. The Programme are liaising with participants and expect a rapid recovery. The Programme also noted the milestones for the provision by participants of Requirements Testing and Tracing Matrices (RTTMs) and PIT test scenarios submission were also amber and implored participants to meet the dates as stipulated in the Programme Plan. The Programme advised a decision on CIT Interval 4 commencement was due via the TMAG on 11 December 2023, following a recommendation from the Fast Track Implementation Group (FTIG) on 08 December 2023. Transition strategy was discussed at the first Transition and Operational Readiness Working group (TORWG) on 05 December 2023, and a consultation is planned for January 2024. **CIT Progress** The MHHS System Integration (SI) Lead provided updates on CIT progress per the meeting slides. Key messages include that progress is not being made at the speed expected owing to issues affecting Data Integration Platform (DIP) onboarding. The Programme are mitigating these challenges by providing greater clarity around DIP onboarding and supporting parties bilaterally as well as communicating supporting information via the FTIG. Lessons learned will be applied to subsequent CIT intervals. The Programme are also providing FAQs, explainer videos, and holding surgery sessions to support parties through DIP onboarding, as well as supporting direct bilaterals between participants and the DIP provider. As all participants are unique in their system set up and approach to deployment, there is no single solution for all, but the Programme are employing significant effort to support parties. Other challenges included issues with secondary routing within the DIP, and the Programme are working with parties to enact mitigations which ensure SIT Functional is able to commence as planned, with weekly updates being provided to FTIG. Specific updates on the progress of each CIT interval were provided. The Programme anticipates CIT will progress at pace once DIP onboarding challenges are resolved. **PSG Comments** The DNO Representative noted CIT Interval 2 is currently overrunning by two weeks and this may cause resource issues for some parties. The Programme advised consideration is being given to how this is recovered and how progression against timelines is ensured. The Programme are engaging with the IPA and are in close contact with participants on this. The RECCo Representative asked what the impact of challenges with secondary routing are. The Programme advised this related to the use of dynamic routing which occurs conditionally based on certain events, and tests on secondary routing showing as incomplete. The Programme are seeking to put solutions in place to provide comfort secondary routing will work ahead of more detailed testing in SIT Functional. Weekly updates are being provided to the FTIG.
Readiness Assessment 3	The Programme advised that participants have been provided with individual reports summarising key findings from Readiness Assessment (RA) 3. Participant responses to RA3 have enabled the identification of key delivery risks and the Programme will ensure appropriate mitigations are enacted.

Change Management During Testing and Code Deployment	The Programme provided information on how design change will be managed during testing and code deployment. The Programme seeking to ensure the stability of the MHHS design for participants and as such propose a change freeze is enacted. The Programme provided a view of how change to the MHHS Target Operating Model (TOM) (internal change) and external change which may affect the TOM will be assessed and managed at differing stages of the programme per the meeting slides. Collaboration between the Programme, Code Bodies, and Ofgem will be required to ensure the implementation of non-urgent change is assessed appropriately and design stability provided. RECCo advised change freeze guidelines will be developed for REC changes, which will set out criteria and thresholds for changes. The Programme highlighted internal and external changes can still be raised and progressed, and the Programme will provide guidance on implementation timeframes. RECCo noted Ofgem are also able to guide Code Bodies on change development and implementation. The Ofgem Representative requested the Programme provide criteria for assessing the criticality of change and the recommended outcome (e.g. change implemented post MHHS-migration, or held until first business-as-usual settlement run, etc.) (**ACTION PSG27-05**). Ofgem believed this would assist participants in managing their time when considering the raising of changes during the course of the programme. The Chair, in their capacity as MHHS SRO advised that whilst this agenda item was not a formal decision item, it was agreed the next steps are to communicate change freeze arrangements to participants and thusly formalise that a change freeze is now in effect.
Delivery Dashboards	**Monthly Delivery Report (Helix)** The new Elexon Helix Representative introduced themselves and provided updates SIT preparation in terms of core system delivery. The representative welcomed discussions on a change freeze and advised that whilst CIT is taking longer than planned, learnings are being obtained which will improve performance for SIT Functional. Elexon Helix are also considering go-live preparations and the end-to-end testing of settlement processes ahead of transition. **IPA Monthly Assurance Dashboard** The IPA noted the updates provided by the Programme on CIT progress and SIT Functional outlook were reasonable. The IPA is currently scoping qualification assurance activities following review of QT planning artefacts and provision of recommendations to Elexon and the Programme.
Summary and Next Steps	The Chair highlighted the January 2024 PSG would be held one week later than normal owing to the holiday period. An overview of holiday working arrangements was provided per the meeting slides.

Dates of next meeting: 10 January 2023 at 14:00pm

Attendees

Chair

Helen Adey (Chair)	MHHS SRO

Industry Representatives

Andrew Campbell*	Small Supplier Representative
Chris Price	DNO Representative
Elaine Eyles*	Medium Supplier Representative
Graham Wood*	Large Supplier Representative
Jenny Rawlinson*	IDNO Representative
Joel Stark	Supplier Agent Representative (Independent)
John Abbott	Elexon Representative (Central Systems Provider)
Jonathon Hawkins	RECCo Representative
Keren Kelly*	National Grid ESO
Nital Hooper*	DCC Representative (Central Systems Provider)
Paul Akrill	Supplier Agent Representative

MHHS IM

Adrian Page	SI Lead
Andrew Margan	Code Lead
Chris Harden	Programme Director
Chris Welby	Programme Industry SME
Francesca Drew* (RA3 only)	Programme Party Coordinator Team
Fraser Mathieson	Governance Lead
Giles Claydon*	Deputy Programme Manager
Immy Syms*	Change Control Lead
Jason Brogden	Programme Industry SME
Keith Clark	Programme Manager
Nicola Farley*	Qualification Lead
Paul Pettitt	Design Lead

Other Attendees

Andy MacFaul*	Ofgem
David Gandee	IPA
Jenny Boothe*	Ofgem
Laura Kennedy (Qualification Testing only)	Elexon
Melissa Giordano*	Ofgem
Richard Shilton	IPA
Sinead Quinn*	Ofgem
Victoria Moxham (Qualification Testing only)	Elexon

*denotes virtual attendance

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