MHHS SIT Advisory Group (SITAG) Headline Report

Issue date: 22/02/2024

Meeting number	**SITAG 001**	Venue	**Virtual – MS Teams**
Date and time	**21 February 2024 10:00-12:00**	Classification	**Public**

Actions

Area	Action Ref	Action	Owner	Due Date
Governance Choreography for SIT Functional Commencement	**SITAG01-01**	Programme to consider whether the new approach to milestone approval for milestones ahead of SIT Functional commencement should be applied to all participant-owned milestones/later stages of testing	Programme (Keith Clark)	20/03/2024
Non-Functional Testing Approach and Plans Revised Delivery Schedule	**SITAG01-02**	Programme to consider inclusion of original deliverable/milestone dates/timelines in requests for approval of revised dates, to enable comparison by SITAG members	Programme (Testing Team)	20/03/2024

Decisions

Area	Decision Ref	Description
SITAG ToR	SITAG-DEC01	The SITAG agreed the draft SITAG ToR should be submitted to the Programme Steering Group with a recommendation they be approved
Minutes and Actions	SITAG-DEC02	The SITAG approved the headline report of the final Testing and Migration Advisory Group held 17 January 2024 with no amendments
SIT Functional Test Scenarios and Test Cases	SITAG-DEC03	The SRO approved the Theme 8 (settlement) Test Scenarios and Test Cases
Governance Choreography for SIT Functional Commencement	SITAG-DEC04	The SRO approved the new approach to milestone approval as detailed in the meeting slides of the SITAG held 21 February 2024

	SITAG-DEC05	The SRO approved the completion of Programme milestone T3-DB-0139 (All SIT Functional Test approach and plans MHHS Reviews Completed) subject to the actions detailed within the meeting slides of the SITAG held 21 February 2024
Non-Functional Testing Approach and Plans Revised Delivery Schedule	SITAG-DEC06	The SRO approved the revised delivery schedule for the NF TA&P and Test Data Approach and Plan
SIT Migration Test Scenario and Test Case delivery	SITAG-DEC07	The SRO approved the revised delivery schedule for the SIT Migration Test Scenario and Test Cases
Upcoming Programme Milestones related to SITAG	SITAG-DEC08	The SRO approved additions, removals, and delivery date changes to SIT related Programme milestones as set out in the meeting paper.

Key Discussion Items

Area	Discussion
SITAG ToR	The Chair welcomed attendees to the inaugural meeting of the SIT Advisory Group (SITAG). The Programme provided an overview of the proposed responsibilities of the SITAG and the working groups which report to it, per the meeting slides. The Chair requested comments on the draft SITAG Terms of Reference (ToR) published alongside the meeting papers. No comments were raised, and the Chair advised a recommendation would be provided to the Programme Steering Group that the ToR be approved (**DECSION SITAG-DEC01**).
Minutes and Actions	The SITAG approved the headline report of the final Testing and Migration Advisory Group held 17 January 2024 with no amendments (**DECISION SITAG-DEC02**). The Programme advised actions remaining from the final TMAG had been reallocated to relevant Advisory Groups. Action updates were provided per the meeting slides.
SIT Functional Test Scenarios and Test Cases	The Programme advised the SIT Working Group (SITWG) have recommended approval of the Theme 8 (settlement) SIT Functional Test Scenarios and Test Cases. SITAG members were asked to advise the Chair on whether the Test Scenarios and Test Case should be approved. The Supplier Agent Representative (Independent) queried whether the level of engagement and responses received via the SITWG were good and whether participants would have had sufficient time to review and comment given competing review requirements. The Programme noted responses were somewhat skewed towards certain participants, however the Programme has held bilateral meetings with participants and agreed a position that works well for participants. The Programme noted the development of the Theme 8 artefacts had been underway for some time with participants involved throughout. No further comments were raised, and the Chair requested any objections to the approval of the Theme 8 Test Scenarios and Test Cases, to which none were received.

	The Chair, acting with delegated authority of the MHHS Senior Responsible Owner (SRO), approved the Theme 8 Test Scenarios and Test Cases (**DECISION SITAG-DEC03**).
Governance Choreography for SIT Functional Commencement	**Proposed Milestone Approval Approach**
	The Programme provided an overview of the proposed approach to Programme milestone approval ahead of SIT Functional (SIT F) commencement, per the meeting slides. The Programme highlighted that milestones are currently only considered complete once all participants have submitted their SIT F artefacts and the Programme completed feedback/review cycles. This leads to milestones being reported as 'red' despite the milestone being materially complete and leads to a lack of insight on actual risks to successful commencement of SIT F.
	The Programme presented proposals to enable milestones to be approved based on manageable risk, per the meeting slides. It was proposed that milestones could be approved where a sufficient Minimum Viable Cohort (MVC) is complete and work-off plans agreed for any remaining parties. Where a participant has not met milestone approval criteria and is unlikely to do so in a way that practically retains their involvement in SIT F, milestones may be passed providing there is a viable contingency plan to adjust the MVC, supported by the Independent Programme Assurance (IPA) manager.
	The Programme requested SITAG approve this approach and approve the completion of Programme milestone T3-DB-0139 (All SIT Functional Test approach and plans MHHS Reviews Completed) on the basis of the proposed approach. The Programme noted the IPA have been engaged and are supportive of the new approach, providing the cumulative risks of potential work-off plans against multiple milestones is managed.
	The RECCo Representative requested clarification on the scope of the proposed approach. The Programme confirmed it would apply only to milestones ahead of SIT F commencement and not subsequent milestones and test phases. The representative asked whether the approach should be applied to all participant-owned milestones and an action was raised for the Programme to consider this (**ACTION SITAG01-01**).
	The Supplier Agent Representative (Independent) agreed the MVC should not be held back by a single party but noted SIT is broader than the MVC and request assurances around how participants with work-off plans would be monitored. The Programme advised work-off plans would be tracked closely, and all participant progress would be tracked regardless of work-off plans with progress reported to the Fast Track Implementation Group (FTIG) until completion. Where the existence of work-off plans is the basis for SITAG agreement on the completion of a milestone, the Programme will report to the SITAG on progress.
	The Chair requested any objections to the proposed approach to milestones completion and approval of the completion of milestone T3-DB-0139, to which none were received.
	The Chair, acting with delegated authority of the MHHS Senior Responsible Owner (SRO), approved the proposed approach to milestone approval (**DECISION SITAG-DEC04**) and completion of Programme milestone T3-DB-0139 subject to the actions detailed within the meeting slides (**DECISION SITAG-DEC05**).
	SIT Functional Decision Choreography

	The Programme provided an overview of the decision choreography for the approval of milestones ahead of SIT F start (T3-TE-0034). The Programme advised extraordinary SITAG meetings had been for 01 March 2024 and 11 March 2024 respectively to consider milestone completion approvals for SIT preparation, CIT completion, and SIT F start.
Non-Functional Testing Approach and Plans Revised Delivery Schedule	The Programme requested approval from the SITAG on changes to the delivery schedule for the Non-Functional Test Approach and Plan (NF TA&P) and Test Data Approach and Plan. The Programme explained the reasons for this and highlighted the impacts on lower-level review periods. A view of the revised dates was provided.
	The Small Supplier Representative asked whether PIT guidance would be reviewed. The Programme advised update PIT guidance would be published and the Programme Non-Functional team would also publish a brief on the lifecycle of Non-Functional Testing to provide an enhanced view to participants of how this stage of testing will operate.
	The Large Supplier Representative requested a view is provided in future of the original timelines/dates for deliverables such as the NF TA&P to enable easy comparison against proposed new dates (**ACTION SITAG01-02**). The representative also requested a view of the governance groups at which such proposed changes have been discussed is provided. The Programme confirmed the current proposed changes were socialised via the Non-Functional Testing Working Group (NFTWG).
	The RECCo Representative queried whether the industry consultation window for the aforementioned deliverables would still be two weeks despite the change in approval dates. The Programme confirmed it would be and any reduction in durations apply only to Programme activities, thereby minimising the impact on participants. The Programme advised the Non-Functional test cases were target for approval at the May 2024 SITAG.
	The Chair requested any objections to the approval of the revised delivery dates for the NF TA&P and Test Data Approach and Plan, to which none were received.
	The Chair, acting with delegated authority of the MHHS Senior Responsible Owner (SRO), approved the revised delivery schedule for the NF TA&P and Test Data Approach and Plan (**DECISION SITAG-DEC06**).
SIT Migration Test Scenario and Test Case delivery	The Programme requested approval from the SITAG on changes to the delivery schedule for the SIT Migration Test Scenario and Test Cases, per the meeting slides. The Programme proposed the SIT Migration milestones are split into themes and approvals are staggered to support participant reviews.
	The Chair requested any objections to the approval of the revised delivery schedule for the SIT Migration Test Scenario and Test Cases to which none were received.
	The Chair, acting with delegated authority of the MHHS Senior Responsible Owner (SRO), approved the revised delivery schedule (**DECISION SITAG-DEC07**).
IPA Updates	The IPA provided updates on test assurance activities per the meeting slides.
	The Large Supplier Representative asked whether any assurance activities or deployment of recommendations were outstanding that could impact Programme deliver. The IPA advised there were not, and many of the actions have been to enhance Programme delivery. Future status reports will include further detail on outstanding or delayed assurance actions.

	The Programme noted the assurance actions are spread across multiple parties, and it would be beneficial to know who the actions are owned by.
Upcoming Programme Milestones related to SITAG	The Programme provided an overview of requests for the addition, removal, or change of delivery date for several SIT-related milestones. Commentary on the reasons for the requested changes was provided per the meeting slides.
	The Large Supplier Representative asked whether visibility of the proposed changes had been provided to relevant Working Groups. The Programme advised the forecast delivery dates are discussed at Working Groups, shared with the FTIG, and a high level overview provided to the PSG also.
	The Chair requested any objections to the approval of the updated milestones, to which none were received.
	The Chair, acting with delegated authority of the SRO, approved the additions, removals, and delivery date changes requested in relation to SIT milestones (**DECISION SITAG-DEC08**).
Summary and Next Steps	The Programme advised all 30 SIT participants have now completed CIT test execution. Programme assurance activities are ongoing and some completion reports are outstanding, but it was highlighted by the Programme that this is a positive moment in the lead up to SIT F start.

Date of next meeting: 20 March 2024

Attendees

Chair
Chris Welby (Chair) — MHHS SRO

Industry Representatives
Gavin Gallimore — DCC Representative (Central Systems Provider)
Graham Wood — Large Supplier Representative
James Murphy — Supplier Agent Representative (Independent)
Jonny Moore — RECCo Representative
Shaun Brundrett — Small Supplier Representative
Stacey Buck — IDNO Representative
Terri Hamilton — DNO Representative

MHHS IM
Adrian Ackroyd (part meeting) — Test Programme Manager
Adrian Page — SI Lead
Fraser Mathieson — Governance Lead
Jason Brogden — Programme Industry SME
John Wiggins (part meeting) — Migration Lead
Kevin Davis — Test Team
Lee Cox — Test Lead
Keith Clark — Programme Manager
Kiran Raj — Design Team

Apologies
Richard Marriott — National Grid ESO
Santosh Vasudevan — Elexon Representative
Seat vacant — Supplier Agent Representative
Seat vacant — Medium Supplier Representative
Confirmed not filling seat — Consumer Representative
Confirmed not filling seat — I&C Supplier Representative

Other Attendees

Alan Simmons	DCC
Rhiannon Harrison	IPA
Sinead Quinn	Ofgem