Systems Integration and Testing Advisory Group (SITAG) Terms of Reference (Level 3 Advisory Group)

The SITAG Terms of Reference (ToR) sets out the role, membership, and mode of operation of the SITAG.

The SITAG has been established from the splitting of the Testing and Migration Advisory Group (TMAG) into three separate Advisory Groups; the SITAG, the Migration and Cutover Advisory Group (MCAG), and the Qualification Advisory Group (QAG).

1.1 SITAG Role & Responsibilities

The SITAG is established as a Level 3 Advisory Group under the auspices of the MHHS Programme Steering Group (PSG).

The SITAG's role is to:

- To be responsible for overseeing the successful development, management, and implementation of System Integration Testing (SIT), which will provide evidence that the MHHS Target Operating Model (TOM) works as planned.
- Be accountable for the delivery of Testing decisions and all requests that impact Testing.
- Advise the SITAG Chair on approval of Testing deliverables within the MHHS Programme and other decisions relating to testing.
- Establish Level 4 Working Groups where necessary to develop Testing deliverables, resolve Testing issues or mitigate Testing risks.
- Make recommendations to PSG for any PSG-level deliverables that SITAG has a role in reviewing.
- Present proposals to the Change Board for any new deliverables or change to existing deliverables.
- Impact assess any change that impacts Testing as received from the MHHS Change Board.
- Manage risks, issues, assumptions, and dependencies associated with Testing and escalate any that may impact programme level deliverables or planning to the MHHS Programme and PSG.

1.2 SITAG Objectives

- To be the primary decision-making authority for delegated Testing deliverables and milestones, unless above Ofgem thresholds.
- To oversee the Programme Testing deliverables and their milestones, review and validate the deliverables against product descriptions and milestones against acceptance criteria, issue deliverables for consultation and approve the Testing deliverables and their milestones.
- Ensure different programme participant perspectives are appropriately represented during decision making.
- Enable transparency of Testing developments and deliverables for all impacted constituency groups and stakeholders.
- Delegate appropriate tasks and activities to Level 4 Working Groups.
- Receive escalations from lower-level workgroups and reach consensus on decisions, so the Programme Testing work progresses to plan.
- Provide detailed Testing advice to the SRO, PSG, and other groups if required.

1.3 SITAG Membership

The SITAG Membership is the SRO (or someone delegated by the SRO from within the MHHS Implementation Manager function) as Chair, participant constituency representatives, Ofgem as an observer, a consumer representative, and the Independent Programme Assurance (IPA) Manager.

- SRO as Chair

- SRO Design Manager

- Lead Delivery Partner (LDP) Test Architect

- Lead Delivery Partner (SI) System Integrator Manager

- Independent Programme Assurance (IPA) Manager

- Elexon Representative (as central systems provider)

- DCC Representative (as smart meter central system provider)

- RECCo Representative

- Large Supplier Representative

- Medium Supplier Representative

- Small Supplier Representative

- I&C Supplier Representative

- Supplier Agent Representative

- Supplier Agent (Independent) Representative

- DNO Representative

- iDNO Representative

- National Grid ESO

- Consumer Representative

- Ofgem (Observer, to attend as appropriate)

- The PMO will attend to act as meeting secretariat.

It may be that some parties do not feel as though they have a role in providing test inputs (e.g. Consumer Representative) and in this case, the place will be open for future attendance if that position changes.

1.4 SITAG Member Roles and Responsibilities

The SRO (or someone delegated by the SRO) will chair the meetings and make decisions.

The PMO will maintain and communicate up to date meeting documentation.

The PMO will provide all meeting management services and deliver all regular and ad hoc meetings.

The PMO will publish SITAG documentation as it is non-confidential.

SITAG Members (or nominated alternatives) will attend every meeting. SITAG meetings are scheduled for every third Wednesday of the month.

SITAG Members will be fully meeting prepared before the meeting starts. To facilitate this readiness papers will be distributed five working days in advance of the schedules SITAG meeting.

SITAG Members should be testing technical experts, with experience of similar industry programme testing an advantage.

1.5   Decision Making

The SITAG will advise the Chair who will make Level 3 decisions and Level 2 decisions when delegated from the PSG (Level 1 decisions will be escalated to Ofgem by the SRO or IPA).

The SITAG Chair can delegate decisions to another Level 3 group or a lower-level work group.

The SITAG will ensure that any decisions are based on full transparency with programme participants and appropriate consultation.

SITAG decisions will be by consensus and if consensus cannot be reached the Chair will make an informed decision.

Any joint decision-making required with other industry governance (e.g. SEC TAG) will be considered as part of the Testing deliverables.

Where parties raise significant concerns with a SITAG decision, the concern will be resolved by SITAG or escalated to the PSG via a constituency representative. Parties may appeal decisions taken by the SITAG to the IPA[1].

Consultation will be carried out on an ongoing basis, with the SITAG taking decisions based on information developed by Testing Working Groups.

Where the SITAG is presented with recommendations from Testing Working Groups they will have the ability to:

Accept the recommendation – the proposal/recommendations are aligned to the TOM, product descriptions, acceptance criteria and overall objectives.

Reject the recommendation – the proposal/recommendations does not align to the TOM, product descriptions, acceptance criteria and overall objectives or requires further work/clarity.

Refer the recommendation for additional work or analysis.

Accept the recommendation, subject to additional work being completed.

Refer to the PSG when the recommendation meets the threshold for Ofgem intervention.

A headline report will be issued within two working days of each meeting and Programme Participants will be allowed to request additions they feel necessary once they have reviewed the report. The headline report will capture context around decisions, pertinent industry viewpoints, ensure a clear audit trail and decisions will be timestamped to enable easy reference to the recordings. The headline report will be issued within two working days A meeting recording will be made available via the MHHS Programme Collaboration Base.

1.6   SIT Working Groups (Level 4)

The SITAG will convene several Testing Working Groups, that had previously sat under the TMAG, which will have responsibilities to develop specific aspects of the Testing strategies, approach, design, and deliverables.

Testing Working Groups will report to SITAG who will agree and define the purpose, scope, specific deliverables, and membership of each group on its creation. Work from the Testing Working Groups will be subject to review and approval by SITAG. This will occur on an ongoing basis and may require engagement with wider industry.

Where a Testing Working Group in unable to reach a consensus on a decision delegated to them by SITAG the matter will be escalated to the SITAG.

All Testing Working Groups will be attended and chaired by the SRO, or someone delegated by the SRO such as the MHHS Lead Delivery Partner. Meeting attendance should be open to all, unless otherwise determined.

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[1] The IPA's *MHHS Governance Decisions – IPA Appeal Approach and Guidance* can be found on the MHHS website or a copy may be obtained by contacting PMO@mhhsprogramme.co.uk

Testing Working Group members will be expected to actively contribute to the development and review of collateral required to achieve the deliverables, this is likely to include completing tasks and actions outside of the Testing Working Group.

The Working Groups under SITAG include:

- Data Working Group (DWG)
- Environments & Configurations Management Working Group (EWG)
- Systems Integration and Test Working Group (SITWG)
- Non-Functional Testing Working Group (NFTWG)