

MHHS Qualification Advisory Group (QAG) Headline Report

Issue date: 12/03/2024

Meeting Number	QAG001	Venue	MS Teams
Date and Time	22 February 2024 1400-1600	Classification	Public

Attendees

Chair

Chris Welby (CW) SRO SME

Industry Representatives

Andrew Green (AG) I&C Supplier
 Andrew Wallace (AW) RECCo Representative
 David Yeoman (DY) DNO Representative
 Graham Wood (GW) Large Supplier Representative
 Helen Clarke (HC) Supplier Agent Representative
 Rachel Stringfellow (RS) Medium Supplier Representative
 Tom Jenkins (TJ) iDNO Representative

MHHS IM Members

Jason Brogden (JB) Industry SME
 Natasha Tomic (NT) MHHS Qualification Test Lead
 Navdeep Seira (NS) PMO Governance Support
 Nicola Farley (NF) SRO MHHS Qualification Test Manager

Other Members

George Player (GP) MHHS PAF & Qualification Engagement Lead
 Jy Xu (JX) IPA
 Laura Kennedy (LK) MHHS Assurance & Qualification Workstream Lead
 Matt Cogram (MC) Qualification Market Design Advisor
 Sarah Ross (SR) MHHS Qualification Manager
 Taylor Thorpe (TT) IPA

Actions

Area	Ref	Action	Owner	Due	Latest update
Update on Proposed Changes to Qualification Milestones	QAG01-01	Representatives to go to constituents for additional comments on any changes to milestones in slides.	QAG Reps	27/02/24	
	QAG01-02	Provide clarity of the appeals process associated with change pathway decisions made at Change Board.	Programme (Chris Welby)	21/03/24	
Updates from QWG	QAG01-03	Programme to upload v2.0 of meeting papers.	Programme (PMO)	22/02/24	RECOMMEND CLOSED: v2.0 of papers have been uploaded to Collaboration Base
Top Programme Risks Related to QAG	QAG01-04	Jason to confirm dates for the review of coverage between SIT Test Scenarios and Qualification requirements.	Programme (Jason Brogden)	21/03/24	

Decisions

Area	Ref	Action
QAG ToR	QAG-DEC01	The QAG agreed the draft QAG ToR should be submitted to the Programme Steering Group (PSG) with a recommendation they be approved

Key Discussion Items

Area	Discussion
QAG ToR	DECISION: The QAG agreed the draft QAG ToR should be submitted to the Programme Steering Group (PSG) with a recommendation they be approved (QAG-DEC01)
Working Groups Under QAG	NF provided an update on the continuation of a single Qualification Working Group (QWG) under the QAG.
Update on Proposed Changes to Qualification Milestones	<p>The discussions between PPs and Programme/Code Bodies are summarised:</p> <ul style="list-style-type: none"> • RS, the Medium Supplier Representative, raised that there should be an opportunity to consult on the changes of the new plan dates, as some milestones are moving by months. LK responded that, with Suppliers & Agents these are aligned to the Qualification Approach & Plan (QA&P) and taking feedback from the consultation. From Supplier feedback, the additional milestones added in related to PIT. • GW, the Large Supplier Representative, supported what RS said. Feedback from large suppliers is around one of the milestones to do with PIT completion being two months before the qualification wave, which should be earlier. This should also go for Impact Assessment rather than a housekeeping change, otherwise it raises the potential risk of an appeal. • AW, the RECCo representative, added that the dates reflect the information in the QA&P that has been out for consultation, and are currently reviewing responses to the QA&P and the QWG discussion. The plan will be updated and brought to QAG in March and to PABs for approval. • HC, the Supplier Agent Representative, questioned if the QA&P needs to go out for consultation again, as there are fundamentals being questioned with it, although this will push back the approval deadline. <ul style="list-style-type: none"> ○ AW replied that the QA&P is an iterative document, and there will be further iterations with Non-Functional and Operational. If there was a programme CR which re-consulted on these dates, it may be awkward to coordinate and manage, and could cause delays to the QA&P. ○ HC suggested to remove the dates and include them as being 'subject to change'. ○ LK added that the only challenge from comments is the PIT completion date, if that is the only date then Code Bodies can consult with the PP(s) to understand the issue. There were no other comments questioning other waves or entry criteria. ○ JB added that the issue around the PIT date can be resolved that will give a solid baseline to the CR. • RS included that the consultation could focus on those dates, but they have fed back the start and end dates in the QA&P are fixed. LK responded that PPs are still expected to move that their own pace in through the waves. The Programme asked for the fixed dates to help with Migration planning.

	<ul style="list-style-type: none"> • GW raised that the PIT completion dates were flagged as an example, and not aware of the full extent of the concern. This should not be a housekeeping change but should go through an Impact Assessment. The Chair clarified that the change request is required to move any Tier 2 milestones, for Tier 3 milestones the responsibility sits with the QAG. • ACTION: Representatives to go to constituents for additional comments on any changes to milestones in slides (QAG01-01). • GW queried the practicality of getting constituent responses by the end of this week, considering there will be comments but not enough time for them to be fed back. • GW requested an action to be taken by the programme to confirm the appeals process for parties to follow should they wish to appeal a change pathway decision made at the Change Board e.g. housekeeping pathway rather than Impact Assessment. • ACTION: Provide clarity of the appeals process associated with change pathway decisions made at Change Board (QAG01-02). • JB added that the dates in the programme plan don't reflect the latest view of where the programme will be with Qualification, and it would be appropriate to do so. The Programme is still working towards the best view of dates into the programme plan, baselined as forecast.
Updates from QWG	<p>GP provided updates from the latest QWG meeting; no questions raised.</p> <p>ACTION: Programme to upload v2.0 of meeting papers (QAG01-03).</p>
Programme Milestones related to QAG	<p>GW raised a similar question to what was raised in SITAG, and that it would be helpful to have some context on slides with the programme milestones. The Chair replied that some of the milestones are Tier 3 and would be housekeeping changes.</p>
Top Programme Risks Related to QAG	<p>Top Programme risks to QAG were raised.</p> <p>RS raised a query from medium suppliers on Risk 532, which resulted in an action.</p> <p>ACTION: Jason to confirm dates for the review of coverage between SIT Test Scenarios and Qualification requirements (QAG01-04)</p>
AOB	<p>RS asked what the latest deadline for feedback/comments for action QAG01-01. AW provided a deadline of Tuesday 27 February, as this gives enough time until the combined EWG & QWG on 05-March.</p> <p>GW asked for the date of the Change Board, the Chair replied that the Change Board is fortnightly from 27-February. The Programme will close out where they are with days before the CR comes in.</p>

Next meeting: 21 March 2024

