
Cross Code Advisory Group #9

24 August 2022

Agenda

#	Item	Objective	Type	Lead	Time	Page
1	Welcome			Chair	10:00-10:05 <i>5 mins</i>	
2	Minutes and Actions	Approve minutes of previous meeting and review outstanding actions	Decision	Chair & Secretariat	10:05-10:15 <i>15 mins</i>	
3	Programme Updates	Updates from MHHS Programme governance groups and the wider Programme [PSG webinar, CR009]	Information	Programme (PMO)	10:15-10:20 <i>5 mins</i>	
4	Horizon Scanning Log	Review code changes relevant to the MHHS Programme and identify any actions required to minimise risks/impacts	Discussion	Programme (PMO)	10:20-10:30 <i>10 mins</i>	
5	Design Success Criteria	Present the DAG-approved M5/design success criteria related to code drafting	Information	Programme (Jason Brogden)	10:30-10:45 <i>5 mins</i>	
6	Code Drafting Approach Decisions	Discussion on legal text activation, change management, and enduring document management (see actions CCAG07-04 and 07-06)	Discussion	Programme (Andrew Margan)	10:45-11:05 <i>15 mins</i>	
7	RAID Review	High-level review of relevant code risks contained in Programme RAID log	Discussion	Programme (PMO & Andrew Margan)	11:05-11:30 <i>25 mins</i>	
8	dPMO Tool	Introduction and brief overview of the digital PMO (dPMO) tool	Information	Programme (PMO)	<i>10 mins</i>	
9	CDWG Update	Update on CDWG and approval of latest ToR	Decision	Programme (Andrew Margan)	11:00-11:10 <i>10 mins</i>	
10	Summary and Next Steps	Summarise meeting actions and next steps	Information	Chair & Secretariat	11:40-11:45 <i>5 mins</i>	

Attachments

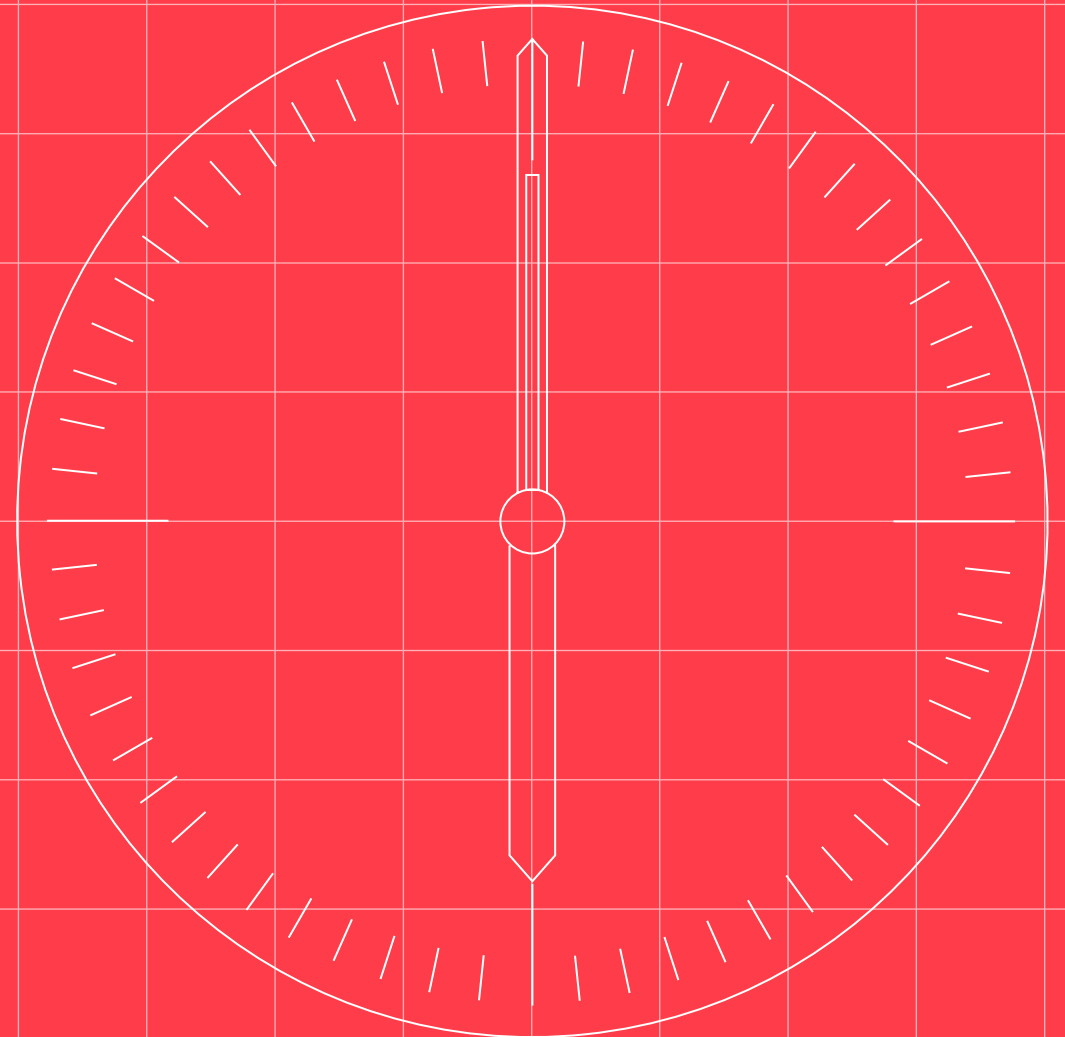
Attachment 1 - Code Drafting Working Group Terms of Reference (draft) v0.4 (change marked)

Minutes and Actions

DECISION: Approval of minutes of previous meeting and review of outstanding actions

Chair & Secretariat

15 mins



Minutes and Actions (1 of 2)

- Approval of Minutes from CCAG meeting held [27 July 2022](#)
- Review of outstanding actions:

Ref	Date Raised	Action	Owner	Due Date	Update
CCAG04-07	23/03/2022	PMO to flag operational choreography document to CCAG once issued for consultation	Programme (PMO)	August 2022	RECOMMEND CLOSED: Operational Choreography document published alongside Tranche 4 design artefacts and available here . Comments may be provided as part of the Tranche 4 review period, or directly to relevant DAG representatives.
CCAG07-05	22/06/2022	Provide feedback on periods of activity in industry to be taken into consideration when determining the timing and durations of activities in the plan	All CCAG members	20/07/2022	RECOMMEND CLOSED: No feedback received. Known periods (e.g. Christmas) captured in Programme plan.
CCAG07-07	22/06/2022	Meet to discuss the Ofgem steps within code release and implementation. Update the plan as required and present outputs in July CCAG	Programme & Ofgem	20/07/2022	RECOMMEND CLOSED: Meeting held and further feedback received from Ofgem. Updates made in the Programme plan
CCAG07-11	22/06/2022	Consider the enduring referencing and hosting of design artefacts and how this should be brought into each code. Update the code draft principles for approval in July CCAG.	Programme (Andrew Margan)	20/07/2022	ONGOING: Prototyping of iServer for enduring solution ongoing.
CCAG08-01	27/07/2022	Speak with design team and clarify the process of how data item industry changes are tracked and managed within the Programme	Programme (Fraser Mathieson)	17/08/2022	ONGOING: Discussion in progress.
CCAG08-02	27/07/2022	Ensure CCAG members have edit permissions for the Horizon Scanning Log	Programme (PMO)	03/08/2022	RECOMMEND CLOSED: Permissions updated and link shared with CCAG members
CCAG08-03	27/07/2022	Add Elexon issue group 101 looking at the enduring running of the DIP to the Horizon Scanning log	Programme (PMO) & Supplier Agent Representative	17/08/2022	RECOMMEND CLOSED: Issue group added to Horizon Scanning Log
CCAG08-04	27/07/2022	Meet with Justin Andrews (DAG chair) to discuss CCAG member concerns that some design artefacts are not sufficient to draft code from	Chris Welby	17/08/2022	ONGOING: Discussion to be held. Similar action from DAG for DAG Chair discuss monitoring and management of code changes with CCAG Chair.
CCAG08-05	27/07/2022	Discuss with REC any implications for code drafting as a result of MHHS on the REC that sit outside scope of the Programme design. Raise with design as required (e.g. through CCIAG)	Programme (Jason Brogden)	17/08/2022	ONGOING: Update to be provided at CCAG 24 August 2022.

Minutes and Actions (2 of 2)

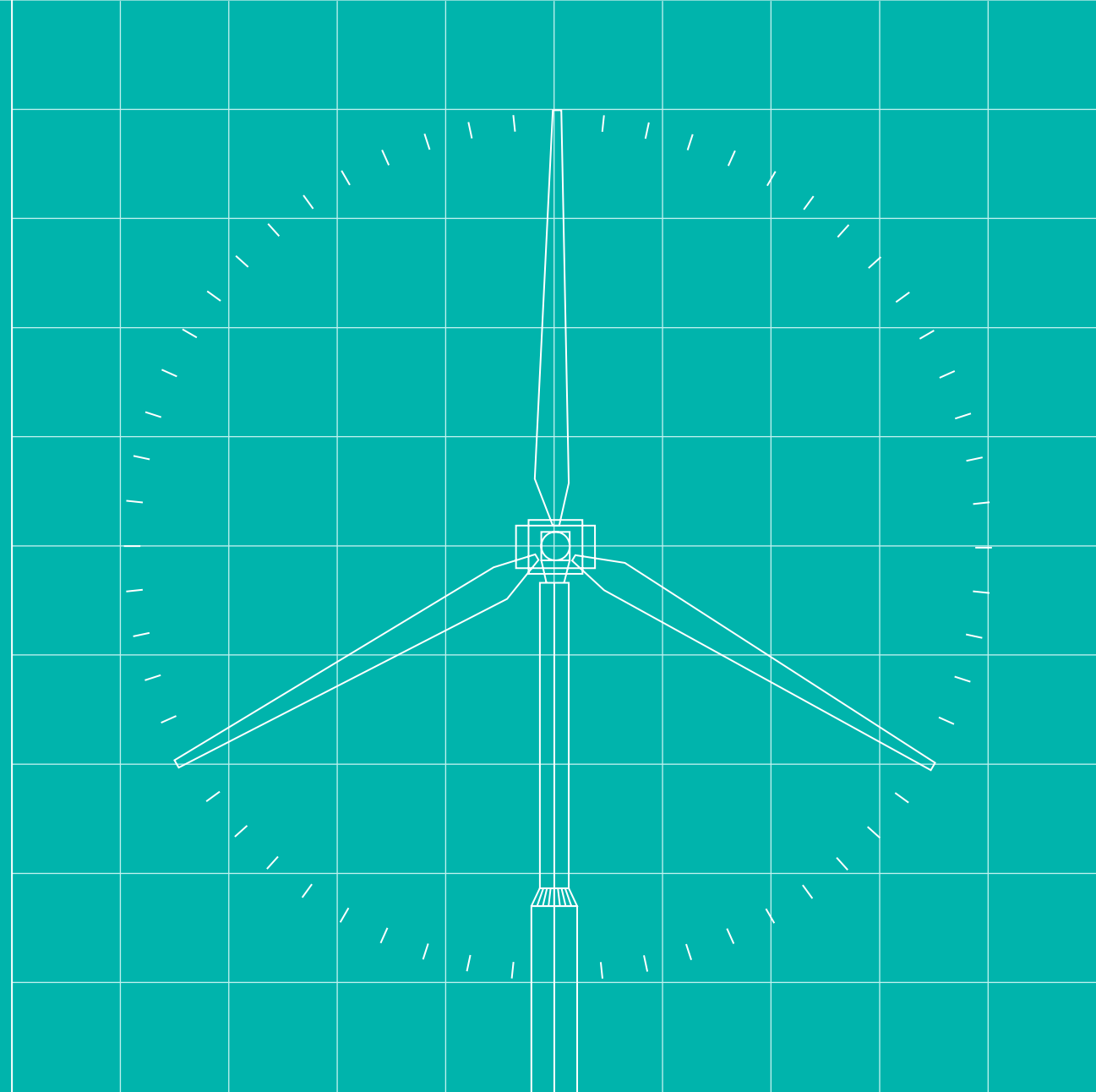
Ref	Date Raised	Action	Owner	Due Date	Update
CCAG08-06	27/07/2022	Provide feedback and supporting rationale on whether new code needs to be implemented for qualification (i.e. if qualification start is dependent on M6 (CCAG approval of code) or M8 (code implementation)). If code does not need to be implemented for qualification, provide feedback and rationale on the time at which new code does need to be implemented.	CCAG members	17/08/2022	ONGOING: Feedback received from some CCAG members and input into agenda item 6 for discussion.
CCAG08-07	27/07/2022	Progress discussions on the enduring solution for hosting design artefacts and bring back to CCAG: 1. Whether the design will be maintained post go-live (and if so, how) 2. Confirm for all code bodies the role iServer plays for their code drafting	Programme (Jason Brogden)	17/08/2022	ONGOING: Please see action CCAG07-11.
CCAG08-08	27/07/2022	Determine the approach to drafting topic areas that will not be drafted from the design baseline (e.g. qualification, transition) and bring to back to CCAG.	Programme (Andrew Margan)	17/08/2022	ONGOING: To be confirmed with RECCo regarding items to be raised at CCIAG.
CCAG08-09	27/07/2022	Raise transition design dependency to the Programme RAID log	Programme (PMO)	17/08/2022	RECOMMEND CLOSED: Dependency raised to RAID log.
CCAG08-10	27/07/2022	Update CDWG Terms of Reference with feedback from CCAG (e.g. clarity on CDWG scope and reference suite of documents required to be maintained) for approval next month	Programme (Andrew Margan)	17/08/2022	RECOMMEND CLOSED: ToR updated and changed marked version issued with CCAG 24 August 2022 meeting papers.
CCAG08-11	27/07/2022	Stand down August CDWG	Programme (PMO)	28/07/2022	RECOMMEND CLOSED: Meeting stood down.
CCAG08-12	27/07/2022	Confirm when legal input will be provided in the steps of the code draft plan	Programme (Andrew Margan)	17/08/2022	RECOMMEND CLOSED: BSC legal review will be undertaken for each topic area (prior to consultation and, if required, post consultation).

Programme Updates

INFORMATION: Updates from MHHS Programme governance groups and the wider Programme

Programme – PMO

5 mins



Programme Updates

Governance group updates

Programme Steering Group (PSG)

Updates from PSG 10 August 2022

1. **Interim Plan** – the PSG approved an updated interim plan which addresses a recent Large Supplier Change Request
2. **Central Systems Plans** – DCC and Helix provided an overview of their delivery plans and progress against them
3. **Programme Re-plan** – the Programme provided an update on the Round 1 replan consultation
4. **CR009 Decision** – the PSG approved a recommendation to Ofgem that CR009 be implemented
5. **Key Programme Issues** – the PSG discussed two key issues and associates actions around SEC MP162 and migration
6. **IPA Baseline Health Check** – the IPA presented an executive summary of their Baseline Health Check, providing several recommendations
7. **Design Progress** – formal consultation on the Tranche 4 design artefacts commences August 2022, and issues resolution process have been put in place

PSG Headline Report available [here](#)

Testing and Migration Advisory Group (TMAG)

Agenda items for TMAG 17 August 2022

1. **Programme Re-plan Review** – the TMAG will review the latest Programme re-plan information ahead of further rounds of consultation in August and September 2022
2. **Working Group Updates** – the TMAG now has four working groups under its purview – the DWG, MWG, QWG, and EWG
3. **PPC Introduction** – the Programme's PPC team provided an overview of their role in engaging and supporting participants and provided information on where support can be obtained

TMAG Headline Report is available [here](#).

Design Advisory Group (DAG)

Updates from DAG 10 August 2022

1. **Tranche 4 Approval** – the Tranche 4 design artefacts have now been issued. Participants may provide comments immediately. Formal comment window operated 20 August – 16 September 2022
2. **Review of RAID** – the DAG discussed the design risks associated with industry code change and resolved to drive improvements to the monitoring and management of code changes via the CCAG Horizon Scanning Log
3. **Transitional Plan** – work is ongoing to define transition requirements and consideration is being given to the available options and associated complexity/cost in conjunction with the TMAG and Migration Working Group
4. **Design RAID Review** – the DAG reviewed the design risks in the RAID register to ensure the descriptions and classifications were correct and up-to-date

DAG Headline Report are available [here](#)

Wider Programme updates

Programme re-plan

- **Round 1 consultation** on the Programme re-plan was issued on 1st August
- There are three consultation rounds:
 - Round 1 – 1st-26th Aug 2022. **Selected high-level planning artefacts** to improve consensus on structure, durations, sequencing, and to test high level RAID items
 - Round 2 – 12th Sept – 7th Oct. **Full draft plan** with all activities, durations, dates, RAID items
 - Round 3 – 31st Oct – 11th Nov. **Final 'by exception' check** after M5
- **All Round 1 documents are available** on the [MHHS Programme Website](#)
- **Replan playback sessions** per constituency have been scheduled for the start of August. Recordings will be made available

Collaboration Base relaunch

- The Programme has recently **updated and improved the Collaboration Base**. This includes:
 - **New layout and site navigation**
 - **Dedicated workstream pages** with documents, papers and info
 - A Programme **calendar**
 - The **Digital Programme Management Office (DPMO)** – a custom-built digital tool with an interactive set of dashboards displaying key Programme information
- Please contact PPC@mhhsprogramme.co.uk for access or more information

Design progress

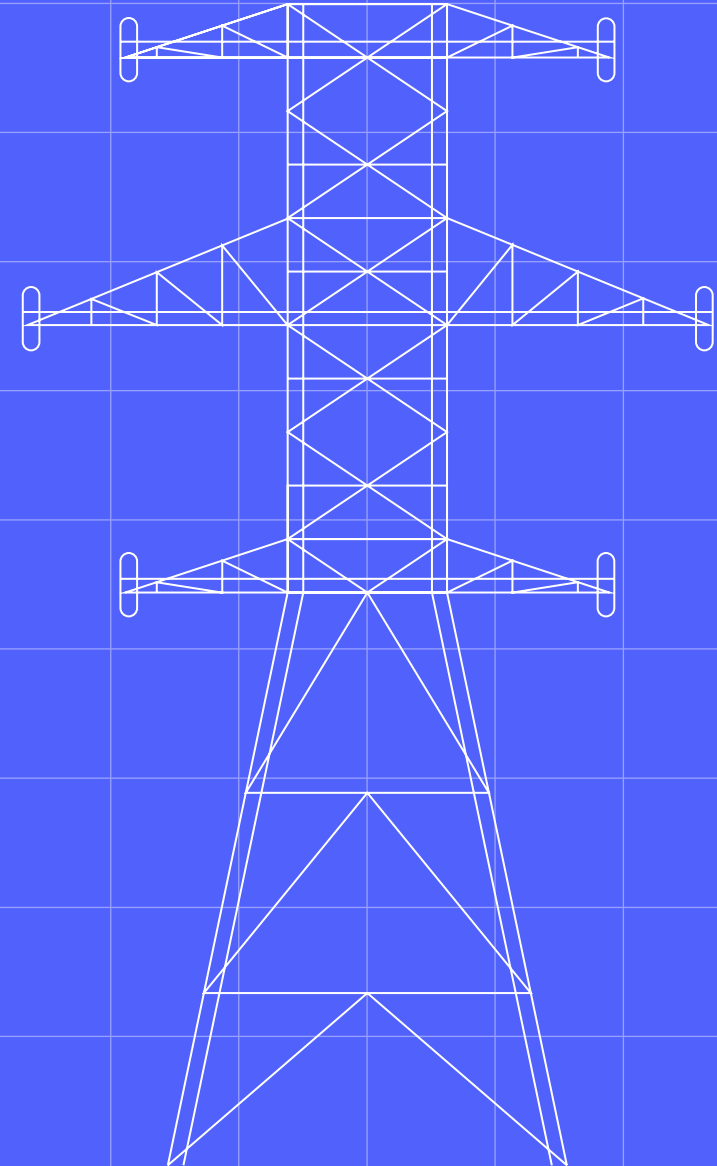
- The MHHS design has been **progressing as per the recent design reschedule**
- The **full E2E design will be available on 08 August** for industry review
- **Design walkthrough sessions are scheduled throughout August**. A range of support material is also being made available to industry.
- For more information, **please contact PPC@mhhsprogramme.co.uk**

Horizon Scanning Log

DISCUSSION: Review code changes relevant to the MHHS Programme and identify any actions required to minimise risks/impacts

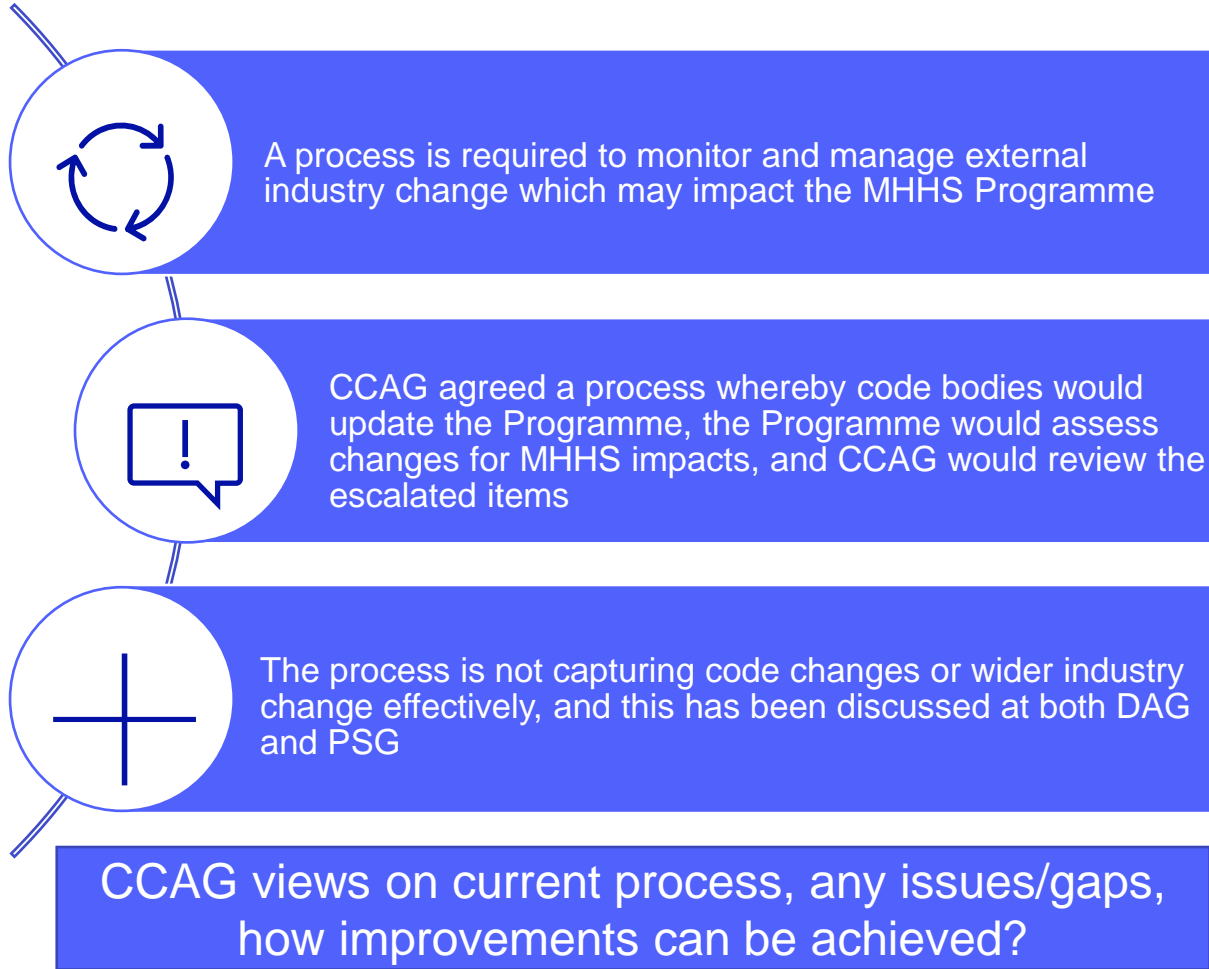
Programme – PMO

10 mins

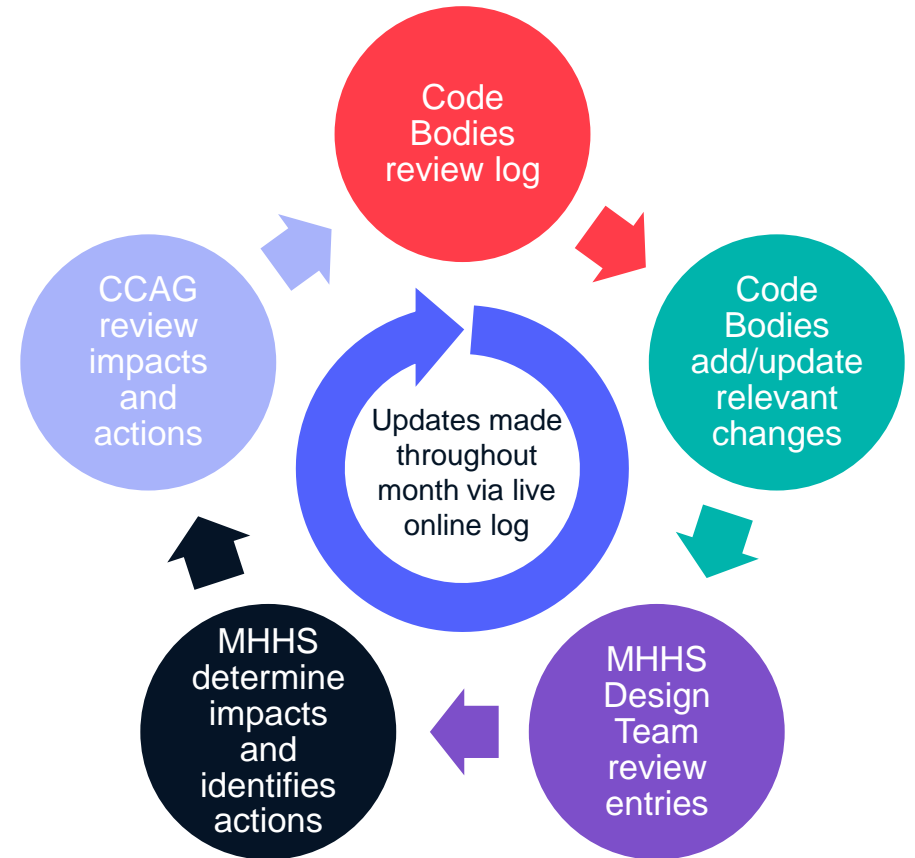


Horizon Scanning Log

CCAG Horizon Scanning Log Process Review



Reminder: Horizon Scanning Log Process



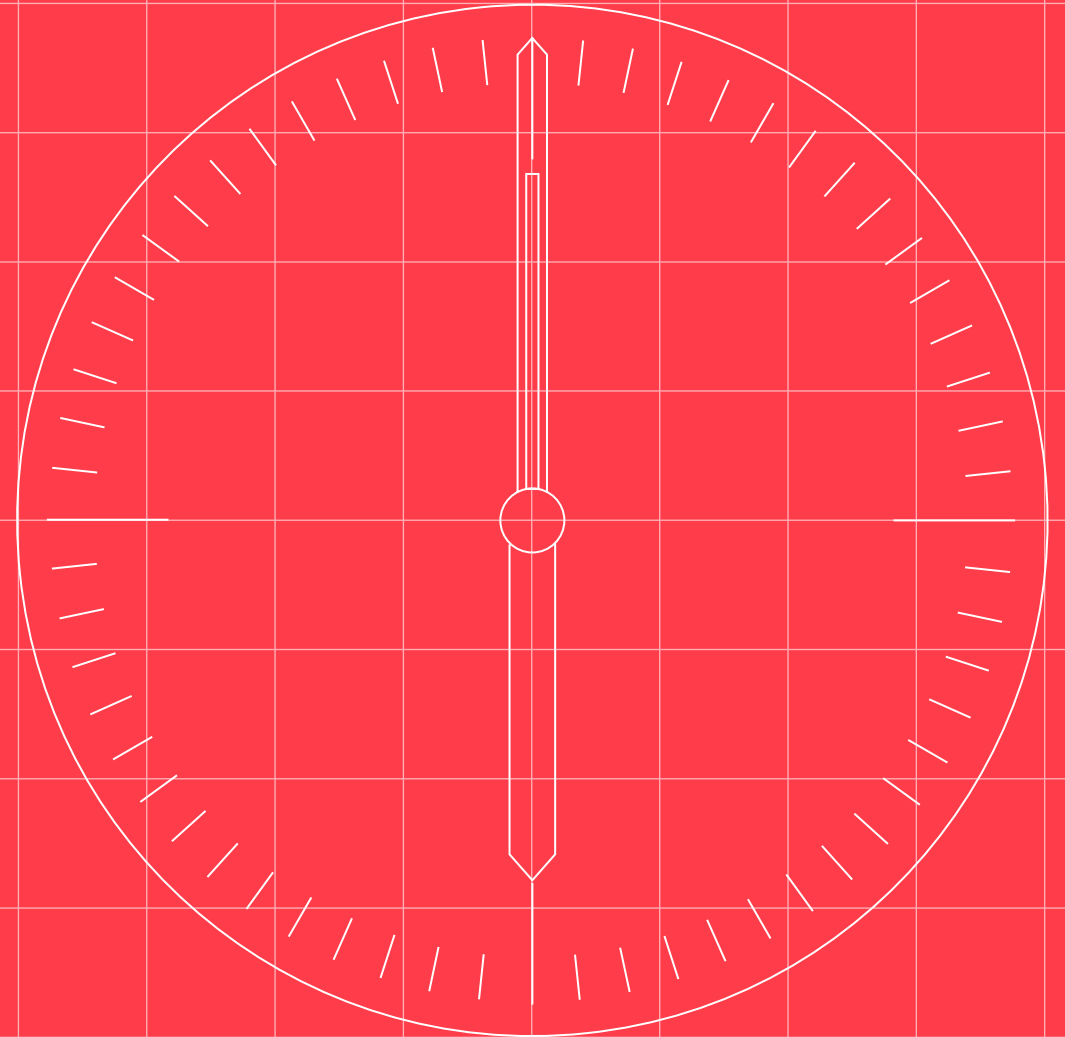
Live log available on the [MHHS Portal](#) – please contact PPC@mhhsprogramme.co.uk if you require access

Design Success Criteria

INFORMATION: Present the DAG-approved M5/design success criteria related to code drafting

Programme – Jason Brogden

5 mins



Background

- DAG approved the M5 Acceptance Criteria in following slide
- Whilst it is noted that the criteria are potentially subjective, the nature of developing a design across an industry is a subjective process

Therefore, the approach agreed with DAG is as follows:

- The Programme will evidence to DAG how it believes the criteria have been achieved at M5
- DAG will review the evidence and any supporting information DAG would like to include in the decision-making process
- DAG to agree to baseline the design (M5) and any work-off plans based on the evidence and supporting information submitted

M5 acceptance criteria

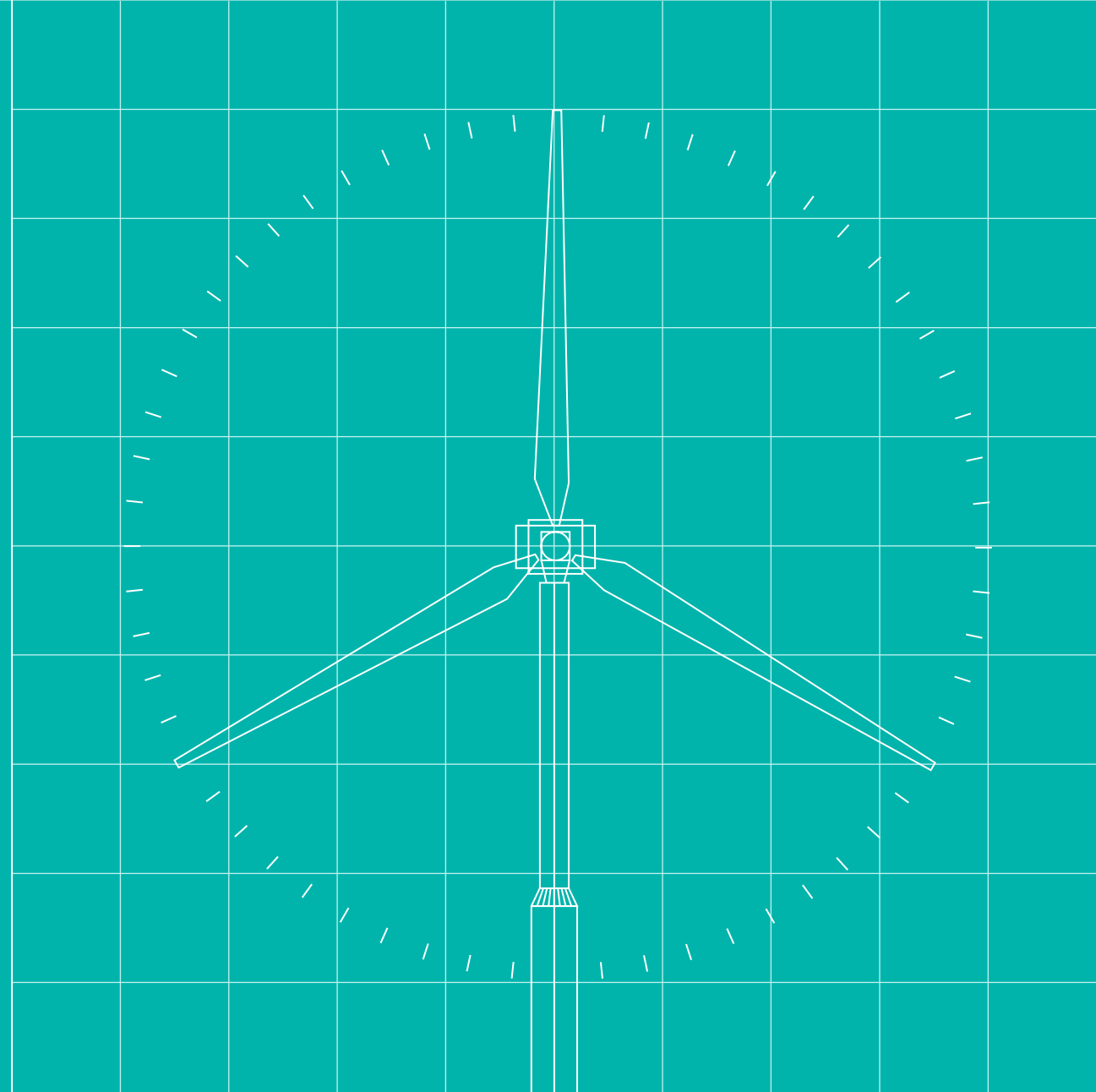
	Criteria
DAG	<ol style="list-style-type: none"> 1. We believe the Design meets the TOM requirements 2. We believe the Design meets the agreed design principles 3. We believe the Design is complete and sufficient to enable participants to commence their own detailed design, and that the SI have appropriately assured it 4. We believe all open material design issues have been resolved, and any residual issues and work-off plans are agreed 5. We believe the change request process and the SI facilitation thereof is appropriate 6. We believe the Design is defined appropriately to allow Code drafting to reflect the design without further design debate or further clarifications
Participants	<ol style="list-style-type: none"> 1. I have had the opportunity to engage in the development and review of the Design Artefacts 2. My contributions have been used or I have received reasonable justification as to why not 3. I know what to expect post M5 4. As an experienced industry technical person, I believe the Design Artefacts can be used to commence my detailed design activities and any associated sourcing of software and services
CCAG	<ol style="list-style-type: none"> 1. We have been kept updated of Design progress to enable the code resource plan to be developed 2. We believe the Design is defined appropriately to allow Code drafting to reflect the design without further design debate or further clarifications

Code Drafting Approach Decisions

DISCUSSION: Text activation, change management and enduring document management (see actions CCAG07-04 and 07-06)

Programme – Andrew Margan

15 mins



Mid-month CCAG Code Drafting Requirements

Update

CCAG to confirm when code drafting is required?

If the code drafting is later than pre-qualification a change control process will need to be developed

Prototyping the code drafting and the use of Iserver is planned for late August

#	Subject	Options	Solution	Action
2	Text activation (M8)	Implementation/code release options 1. Linked to Qualification 2. Linked to M9 Testing 3. Linked to M10 4. Transition document needs to be compiled with ahead of go-live	The CCAG plan assumes the code implementation is the first available code release after code drafting delivery (M6), with a back-up release. Both releases being before qualification. The challenge is should the code implementation be in a much later release and how much later. Options – CCAG Approval, Ofgem Approval/Designation, Code go-live date is first release or a later release. .	CCAG Homework 1) Is there a difference between CCAG approval vs Ofgem approval/designation for legalising code changes for participants? 2)What is the preference for code to implemented? E.g. Pre-Qualification or Pre-migration?
3	Text amendment post M8	1. Standard mod process 2. Centrally developed under CDWG	Assumed to be BAU mod process. Exception could be a result of testing or final mop up post migration.	The text amendment solution is dependent on the Participant resource to item 2.
7	Enduring solution	Iserver vs digital code (Other options)	Prototyping Iserver with load shaping service	Under development

Mid-month CCAG Code Drafting Requirements

Code Activation – Options Analysis

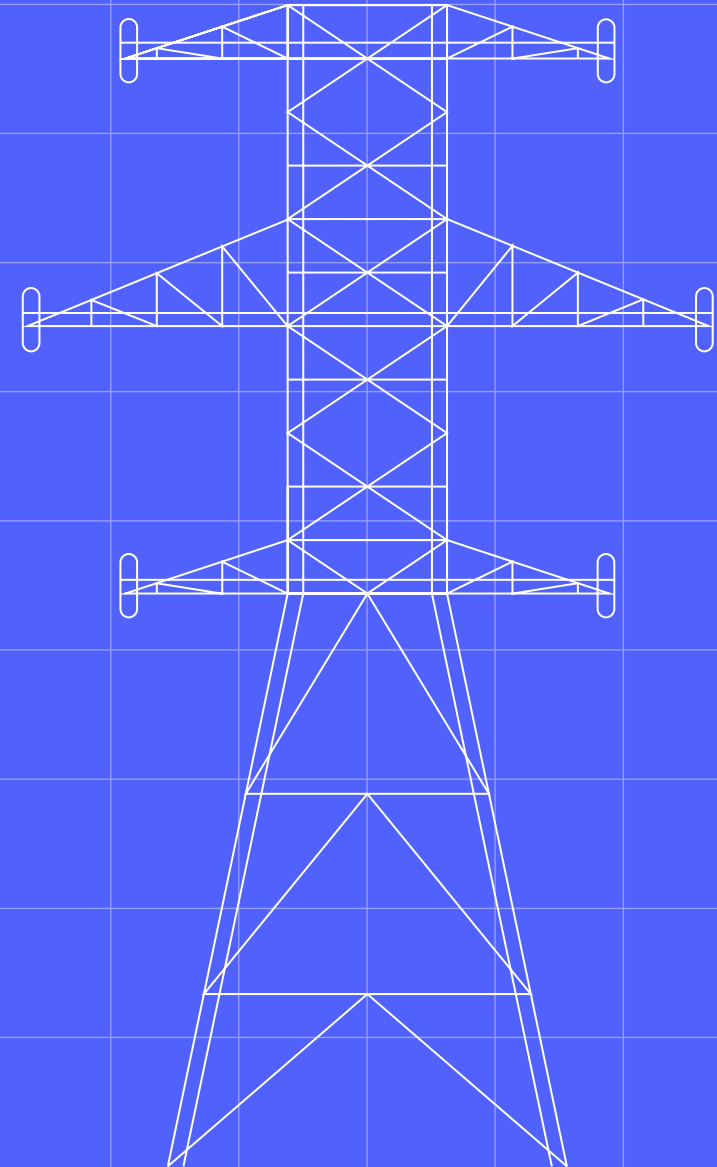
#	Option Description	Pros	Cons	Implications
1	M8 delivered pre-qualification (ASAP)	Aligns with current Programme planning Gives industry oversight of text under individual codes to assess new modification changes	Text is designated into code months before MHHS go-live BAU mod process could amend text and result in misalignment with design Likely to require multiple releases	Text changes will be managed by individual codes (not MHHSP) Under existing code governance, Panels will assess new changes against MHHS text
2	M8 delivered M10 (As late as possible)	Enables a single code release MHHS text central stored and easier to find	Panel's won't assess new mods against MHHS text	Text change pre-release will be via MHHSP governance A MHHS change control mechanism and version control matrix will need to be developed and resourced Pre-release code bodies will need to manage and align MHHS text to latest code version

RAID Review

DISCUSSION: High-level review of relevant code risks contained in Programme RAID log

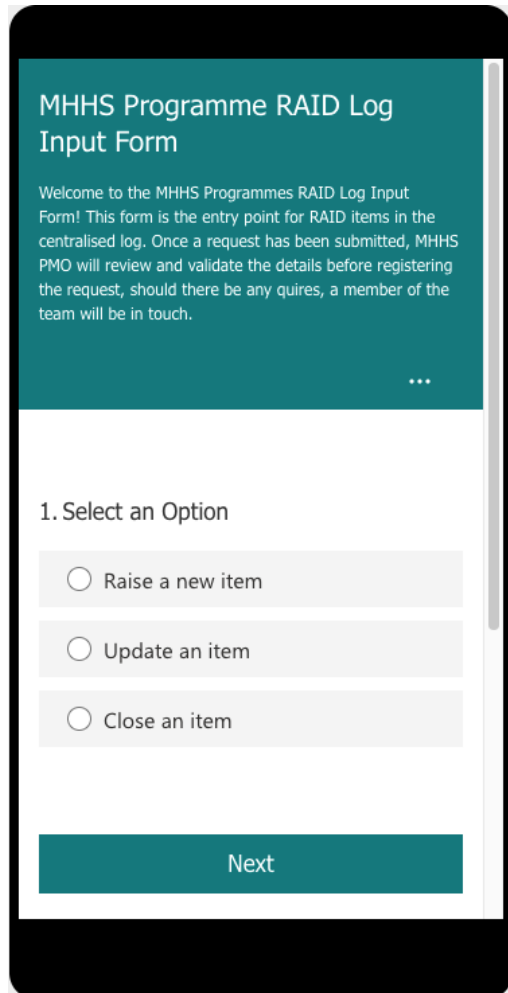
Programme – PMO & Andrew Margan

25 mins



RAID Log Input Form

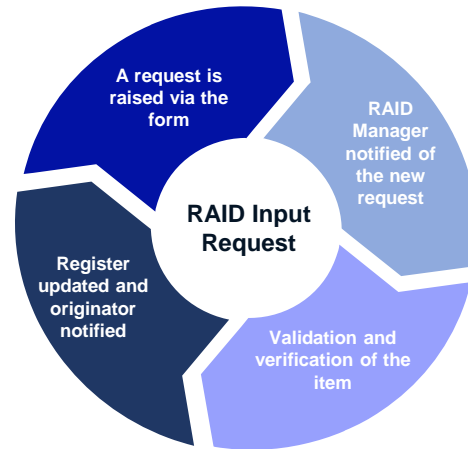
To control the flow of information input to the RAID log by participants, we have designed and developed a RAID log input form



Purpose

The [RAID Log Input Form](#) is the single point of entry for participants to raise, update and close RAID items in the centralised log.

Process



1. A request is raised via the input form by a Programme participant (PP)
2. A notification is sent to the RAID Manager containing the new items and details captured
3. The RAID Manager will verify and validate the request, liaising with members of the team and/or the originator should further clarifications be required
4. Once the details are validated, the RAID Log will be updated, and the originator is notified

Benefits

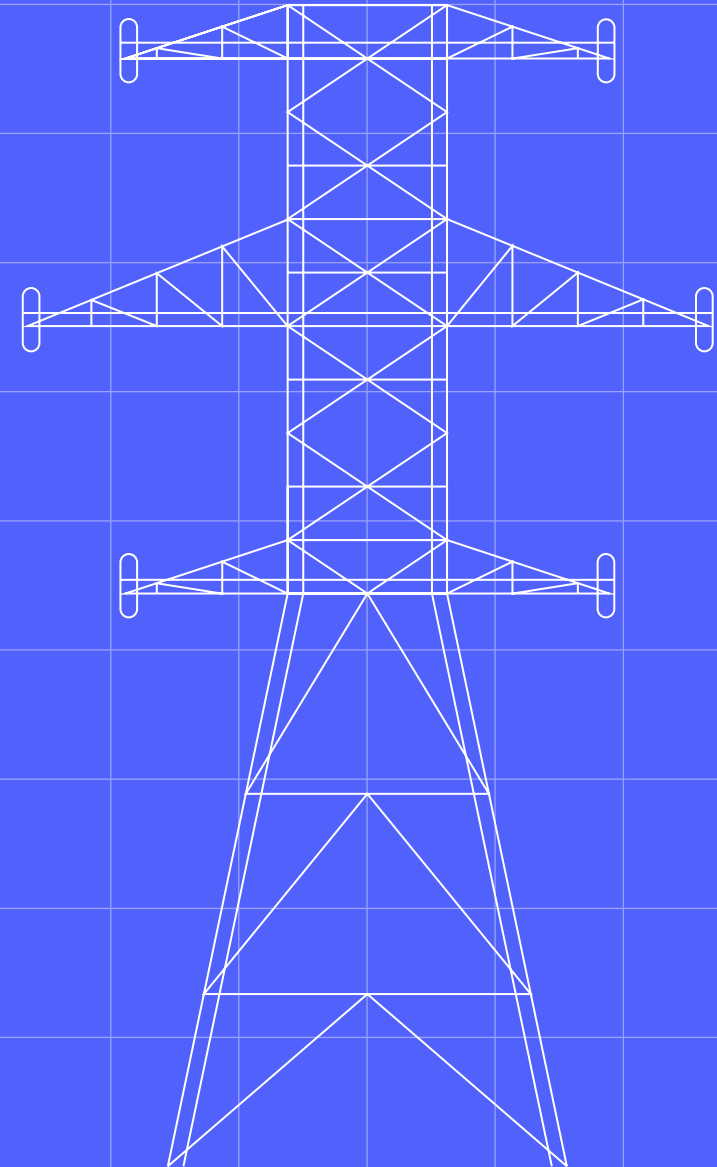
- Allows the programme to maintain control of the content of the RAID Log
- Provides a single point of entry for PPs to input into the RAID log and avoids long emails trails
- Ensures quality standards are upheld by allowing items to be triaged and validated before they are accepted
- Reduces the risk of data corruption and loss by limiting active users to the RAID Log

dPMO Tool

INFORMATION: Introduction and brief overview of the digital PMO (dPMO) tool

Programme – PMO

10 mins

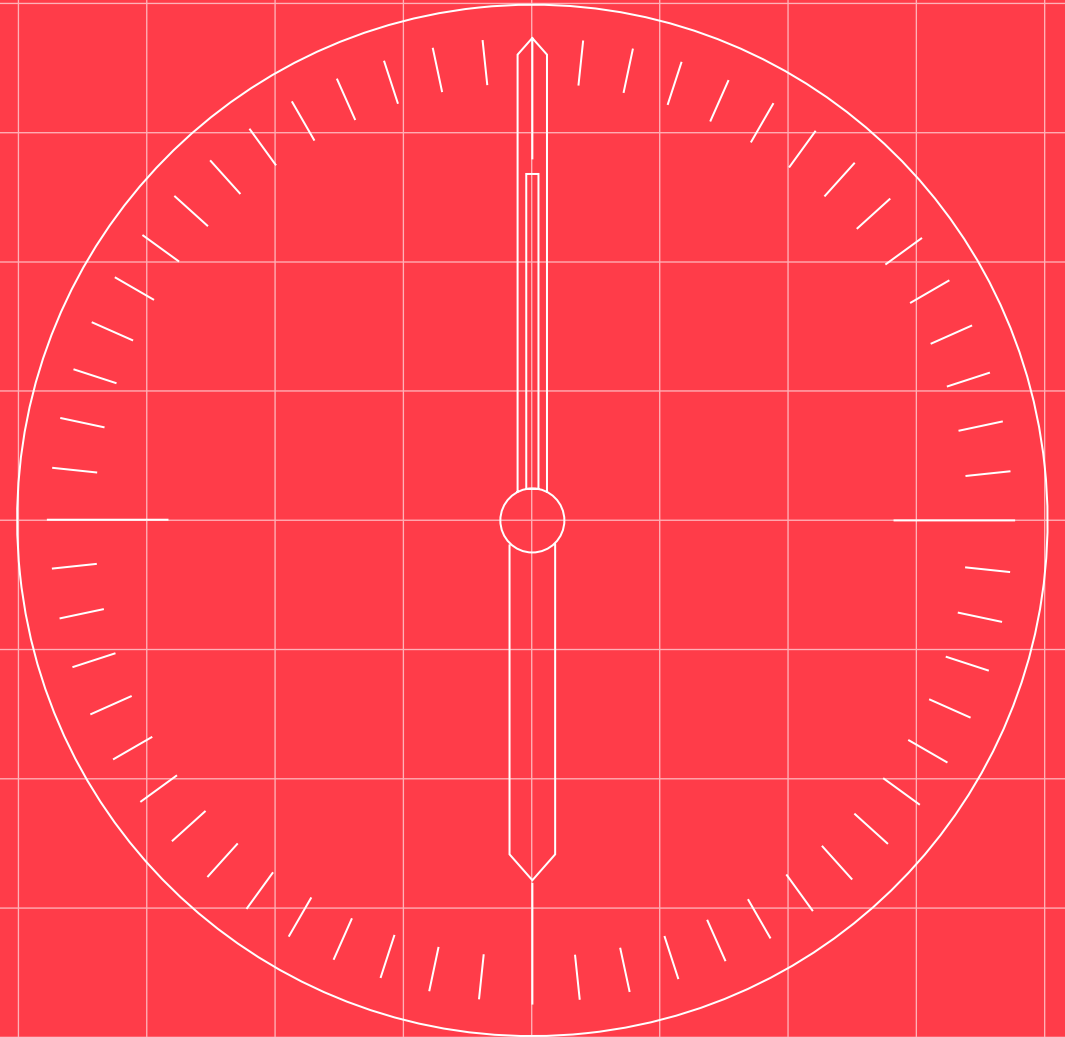


CDWG Update

DECISION: Update on CDWG and approval of latest ToR

Programme – Andrew Margan

10 mins





Update

August CDWG update



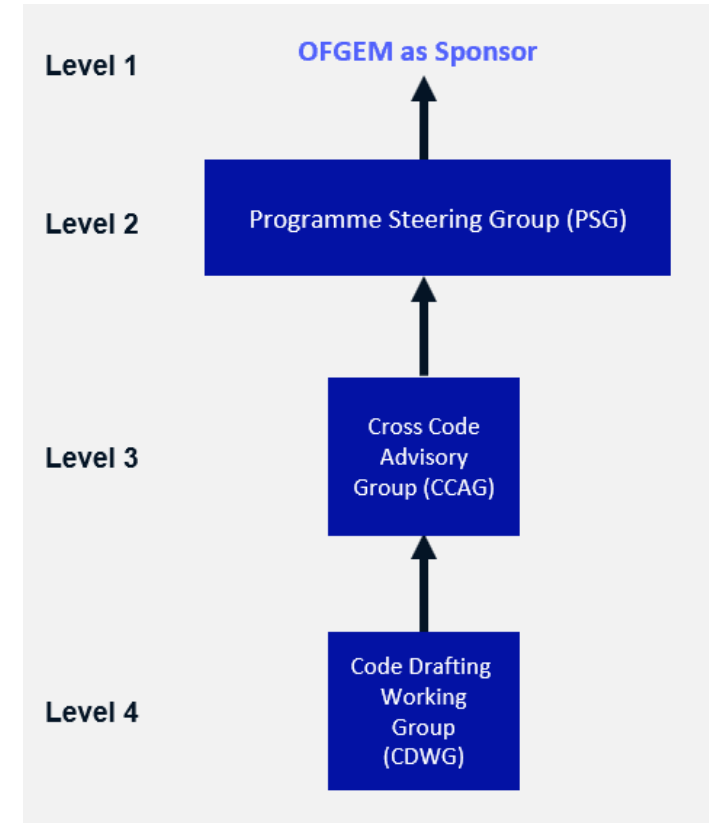
September CDWG decision



Terms of Reference

Latest ToR updates

Extract of MHHS Programme Governance Structure

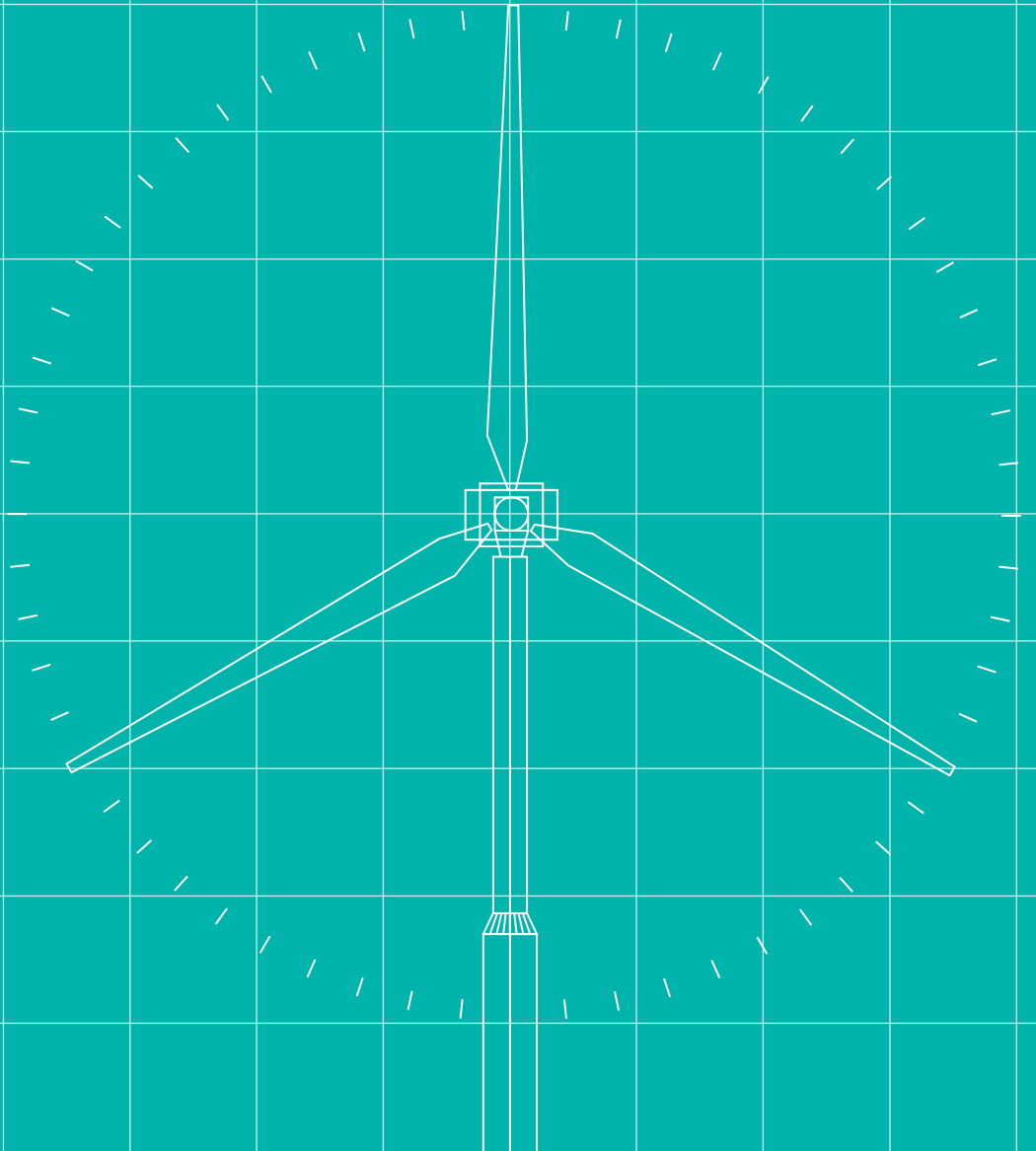


Summary and Next Steps

INFORMATION: Summarise meeting actions and next steps

Chair & Secretariat

5 mins



Next steps

- Secretariat to confirm actions and decisions from meeting
- Next CCAG meeting 28 September 2022 at 10:00am
- CCAG Agenda Roadmap:

Meeting dates	24-Aug	28-Sep	26-Oct	26-Nov
Relevant milestone or activities	Code drafting plan commences			M5 (subject to CR009)
Agenda items	<ul style="list-style-type: none"> *Code drafting preparation update *Operational Choreography document *Code drafting approach to referencing design/Iservr 	<ul style="list-style-type: none"> *Post-M5 Replanning Activity (CCAG consultation inputs) *Code Drafting Preparation Checklist *Code drafting planning update *Code drafting approach to referencing design/Iservr *Code drafting mobilisation *CCAG Report 	<ul style="list-style-type: none"> *Post-M5 Replanning Activity (CCAG consultation inputs) *Code Drafting Preparation Checklist *Code drafting planning update *Code drafting mobilisation *Code drafting plan update *Code drafting approach report 	<ul style="list-style-type: none"> *M6: Code drafting process commences (subject to M5) *CCAG Status Report draft
Standing items	<ul style="list-style-type: none"> *Minutes & actions *Agenda roadmap *Horizon scanning log *Governance group updates *CDWG updates 	<ul style="list-style-type: none"> *Minutes & actions *Agenda roadmap *Horizon scanning log *Governance group updates *CDWG updates 	<ul style="list-style-type: none"> *Minutes & actions *Agenda roadmap *Horizon scanning log *Governance group updates *CDWG status report 	<ul style="list-style-type: none"> *Minutes & actions *Agenda roadmap *Horizon scanning log *Governance group updates *CDWG status report