MHHS Design Advisory Group (DAG) Headline Report

Issue date: 02/11/2022

Meeting Number	**DAG017**	Venue	**Virtual – MS Teams**
Meeting Date and Time	**31 October 2022 10:00-17:00**	Classification	**Public**

Actions

Area	Action Ref	Action	Owner	Due Date
DAG Meeting Governance	DAG17-01	Programme to add the completion of the Work-Off Plan to the RAID Log as a Programme risk against delivery of M9.	Programme (PMO)	09/11/2022
DAG Meeting Governance	DAG17-02	Chair to review the DAG Terms of Reference to ensure there is clarity over the role of DAG post-M5.	Chair	14/12/2022
L4 Assurance & Work-Off Plan	DAG17-03	Programme to add resolution schedule to Work-Off Plan and issue to DAG no later than 04 November 2022.	Programme (Claire Silk & Warren Fulton)	04/11/2022
	DAG17-04	DAG Members to provide any high priority items or critical dates for inclusion within the Work-Off Plan resolution schedule (information to include the work-off ID, the required dates, and resolution requirements).	DAG Members	02/11/2022
SI Assurance Report	DAG17-05	Programme to publish Clarifications Log for review by DAG.	Programme (SI Design Assurance Team)	09/11/2022
	DAG17-06	Programme to present post-M5 design change management approach at DAG on 09 November 2022	Programme (SI Design Assurance Team)	09/11/2022
	DAG17-07	Programme to issue joining information to DAG Members for post-M5 change management overview webinar, to be held 17 November 2022.	Programme (PMO)	01/11/2022
	DAG17-08	Programme to provide information on transition plan and timelines to DAG on 09 November 2022.	Programme (Ian Smith)	09/11/2022
	DAG17-09	Programme to update M5 Design Baseline Report to include: • Add new section to report on discussion and outcomes from DAG review/decision	Programme (Warren Fulton)	09/11/2022

Design Baseline Report		- Add comments to clarify any sections where there are subsequent updates or where future tense is used - Update Section 2 MHHS Recommendations as required in view of updates made to other sections - Expand Section 2, subsection 2.4, to include reference to 'consequences of baselining' in addition to the existing wording on the consequences of not baselining and reflect wording in 2.1 - Section 4: Add wording that it is out of scope for M5 baseline design decision (but not MHHS Design) - Section 4 Add Performance assurance and disputes - Clarification in Section 5 that all work-off items which result in changes to design artefacts will be subject to change control - Updates to Section 5, point 4, to reference iServer updates - Update Section 7 to ensure clarity the report is the Programme's recommendation to DAG, rather than the DAG's view on approval of the baseline - Update Section 7, Criteria 3, to explain the detail of how this requirement is met - Update Section 7, Criteria 4, to clarify there are no severity one or two items and that severity is not recorded in the Work-Off Plan - Reword Section 7, Criteria 4, to note there is nothing preventing baselining of the design - Criteria 5 note DAG wish to see Design Change management process - Add additional wording to Section 7, Criteria 9, regarding how notice on the progression of work-off items will be managed (e.g. updates to PSG, fortnightly reporting, updates to the Work-Off Plan, and how notices to participants will be managed) - Add note/link to Section 7, Criteria 9, to Appendix 2 – *Post M5 MHHS Design Participant support process*		
	DAG17-10	Programme to clarify in Work-Off Plan whether work-off items are likely to require a Programme Change Request.	Programme (Claire Silk & Warren Fulton)	09/11/2022
	DAG17-11	Programme to ensure work-off items which impact code drafting are prioritised and request the Code Drafting Project Manager reviews this.	Programme (PMO)	09/11/2022
Decision	DAG17-12	Programme to make the Programme Party Coordinator (PPC) Team aware of potential impacts of Work-Off Plan items on the information provided by participants for Readiness Assessment 2.	Programme (PMO)	09/11/2022
Previous Meeting(s)	DAG13-08	Programme Risk related to Change Requests once Design is baselined. Add to Programme risk log if not, and import into Design Risk Log	Programme (Ian Smith)	
	DAG13-09	Confirm approach and timescales for performance assurance requirements work and share with the BSC and REC representatives ahead of the next meeting	Chair	10/08/2022
	DAG14-01	Programme to provide information on timeline for iServer implementation (see also ACTION DAG13-12)	Programme (Paul Pettit)	07/09/2022

Decisions

Area		

Minutes and Actions	DAG-DEC-31	Change-marked Headline Report and Minutes of meeting held 14 October 2022 approved
Design Baseline Decision	DAG-DEC-32	The DAG approved the MHHS Design Baseline, as documented in the MHHS Design – Baseline report (MHHS-DEL712, Version 1.0, noting the actions DAG17-03/04/ and the amendments in DAG17-09 and the agreement of DAG to the work-off plan on 09/11/2022.

RAID Items Discussed

RAID area	Description
M9 Delivery	An action was taken to add completion of the Work-Off Plan as a risk against M9 delivery to the Programme RAID Log (see **ACTION DAG17-01**).

Key Discussion Items

Area	Discussion
Minutes and Actions	The DAG approved the change-marked Headline Report and Minutes from the meeting held 14 October 2022 with no comments (**DAG-DEC-31)**. The DAG reviewed the open and outstanding actions from previous meetings, full details of which will be provided in the DAG Minutes and Actions.
L4 Assurance Outcomes & Work-Off Plan	The group discussed the importance of the Work-Off Plan having a clear schedule. The Programme noted industry engagement is needed on several items within the plan. Working groups will need to be scoped and scheduled, and the frequency and cadence of working groups considered. This is part of the reason the Work-Off Plan was published without a definitive schedule. A resource estimate of approximately six to eight weeks' effort to complete the Work-Off Plan was provided. It was noted a work-off schedule would be circulated no later than 04 November 2022 for review at the next DAG on 09 November 2022. **Change Requests** The Programme noted many items on the Work-Off Plan would be minor change which can be resolved quickly as part of the Work-Off Plan, with oversight from DAG. Other items will require development with working groups and could require a Programme Change Request (CR) if they lead to any significant updates or otherwise require formal industry impact assessment. The Programme confirmed all changes to artefacts following baseline will be brought to DAG. All changes to design artefacts will be subject to change control, with DAG providing oversight for those changes emanating from the Work-Off Plan which do not require a CR. The Programme Systems Integration (SI) Design Assurance Team will manage technical releases, to ensure participants are able to understand and manage any design changes which may occur. The RECCo representative raised the need for the Programme to clearly articulate any items they do not believe can be resolved in the Work-Off Plan and work-off items which are likely to require a CR should be indicated as such in the Work-Off Plan (**ACTION DAG17-10**). **Work-off schedule** The Design Team committed to issuing a work-off schedule by 04 November 2022 (**ACTION DAG17-03**), which would then be discussed at DAG on 09 November 2022. Attendees expressed uncertainty over the lack of timeframes for priority items. Specific dependencies, e.g., R044, requiring clear timelines in the Work-Off Plan were called out. DAG members agreed to notify the Design Team of any high-priority items in the work-off list as soon as possible to inform the work-off schedule, including the relevant work-off ID, deadline, and resolution requirements (**ACTION DAG17-04**).

	The Design Team understand the urgency around completing work-off items and aim to complete the activity within the next three months. It was noted the granularity of the Work-Off Plan is key to understand progression. The Programme committed to liaising with DAG and industry throughout resolution activities. DAG members were recommended to raise any concerns around timing to the Programme Steering Group (PSG). **Migration** The Ofgem representative agreed to circulate the date for Ofgem's decision on a migration approach.
SI Assurance Report	The SI Design Assurance Lead noted there were no assurance observations which prevent baselining. There are several observations to be resolved, such as the lack of clarity around transition. There have been 600 clarification questions, which is being pulled into assurance activities and managed through Azure DevOps (ADO). The clarification log will be published for DAG to review (**ACTION DAG17-05**). A high-level overview of the design change management process was provided. A further explanation on change management approach will be shared with DAG on 09 November 2022 (**ACTION DAG17-06**). The SI Design Assurance Lead introduced the post-M5 design change management process, highlighting a significant level of process and governance would be introduced to manage the design post-baseline. A webinar will be held 17 November 2022 to provide an overview of the process and joining details will be shared with DAG Members (**ACTION DAG17-07**). The group discussed transition design and migration management and the Programme agreed to present further information at the next DAG meeting (**ACTION DAG17-08**). Further detail will be provided in the DAG017 Minutes.
IPA Assurance Update	The IPA representative provided an update on assurance, with full details to be provided in the DAG017 minutes. The IPA concluded there was nothing on the work-off list which prevents detailed work commencing by participants. The effectiveness of the comment review process, as well as the open and auditable discussions held during dissensus forums, were noted. There were no comments or objections received from DAG.
Design Baseline Report	The DAG reviewed the M5 Design Baseline Report provided by the Programme to support the decision on baselining the design. Several updates and new additions were agreed (**ACTION DAG17-09**). The group discussed the need to liaise with the Cross Code Advisory Group (CCAG) in terms of whether the any items on the Work-Off Plan may affect code drafting activities (**ACTION DAG17-11**) Full details will be provided in the DAG017 Minutes.
Decision	The DAG discussed whether a decision on baselining the design should be postponed subject to confirmation of the schedule for resolution of work-off items. There were differing views among the group, with some favouring postponement and others favouring proceeding to a decision. Full details of the opinions expressed will be provided in the DAG017 Minutes. The Chair summarised that: • All participants have been provided with opportunity to comment on and object to the design artefacts, that the Programme were recommending approval of the design baseline, and that a Work-Off List was in place. • The Programme Design Assurance Team agreed the design could be baselined. • The Independent Programme Assurance (IPA) provider have confirmed an appropriate process has been followed, there has been transparency in the treatment of industry consultation comments, the items on the WO List did not appear to prevent the commencement of participant design and build, and there were no indications of any fundamental flaws in the design or other red flags.

- The DAG have reviewed the design success criteria, and whilst comments and changes to the M5 Design Baseline Report were agreed, the DAG agreed the content required within the report.

- There are participants who wish to commence design and build activities now.

- That all design artefacts, save for the security design artefacts, would be baselined and those affected by the WO List may be updated as part of the resolution of work-off items, and industry oversight would be applied to any changes emanating from work-off items via the DAG.

The Programme advised the voting question was:

"Do you agree the MHHS design can be baselined, taking into account the agreed Work-Off Plan and any other dependencies?"

Members were advised they could vote '*no*', '*yes*', or '*yes, subject to*' where they would like to apply conditions or caveats to their vote.

DAG Members proceeded to vote as follows:

Constituency	Yes	Yes (subject to…)	No
DCC Representative (as smart meter central system provider)		✓	
DNO Representative		✓	
Elexon Representative (as central systems provider)		✓	
I&C Supplier Representative		✓	
iDNO Representative		✓	
Large Supplier Representative		✓	
National Grid ESO		✓	
RECCo Representative		✓	
Small Supplier Representative		✓	
Supplier Agent Representative		✓	
Supplier Agent Representative (Independent Supplier Agent)		✓	
Medium Supplier Representative	Constituency representative not in attendance		
Consumer Representative	Constituency representative not in attendance		

DAG Members' Voting Comments

Constituency	Voting Comments / Conditions / Caveats
DCC Representative (as smart meter central system provider)	Agreed to baseline the design noting that DCC can commence internal design work but cannot complete until the Work-Off Plan is resolved. Furthermore, noting the item within the Work-Off Plan relating to identifiers and how they flow across interfaces, and that whilst internal work can

	commence based on a working assumption, it cannot be completed until the outcome of the implementation of the Meter Data Retrieval (MDR) role is known.
DNO Representative	Agreed to baseline the design subject to a detailed Work-Off Plan with clear timelines for the resolution of each item, and subject to the prioritisation of work-off items based on any critical dependencies identified by the Programme or provided by constituency representatives (i.e. DAG Members).
Elexon Representative (as central systems provider)	Agreed to baseline the design subject to the same conditions as other DAG members relating to the Work-Off Plan.
I&C Supplier Representative	Agreed to baseline the design subject to clear minuting of discussions relating to the Work-Off Plan (i.e. that a schedule for resolution of work-off items will be added and the Work-Off Plan, and resolution of the work-off items will be timebound by three months for those items requiring working group discussions).
iDNO Representative	Agreed to baseline the design subject to the inclusion of resolution timelines/schedule within the Work-Off Plan.
Large Supplier Representative	Noted clarity has been provided on the work to be undertaken. Agreed to baseline the design on condition a resolution schedule is added to the Work-Off Plan and participants are provided with clarity on any impact assessment and resourcing requirements, particularly in relation to Programme Readiness Assessment requirements.
National Grid ESO	Agreed to baseline the design subject to clear minuting of the requirement for resolution timelines/schedule to be added to the Work-Off Plan.
RECCo Representative	Agreed to baseline the design subject to the addition of a schedule to the Work-Off Plan for resolution of work-off items, and subject to their resolution being timebound by three months. Additionally, noting concerns over the wording of some work-off items and agreement from the Programme that such items will be amended to ensure clarity.
Small Supplier Representative	Agreed to baseline the design subject to detail being provided on the approach to change management for any changes to design artefacts emanating from the Work-Off Plan, and the addition of clear timelines for the resolution of work-off items.
Supplier Agent Representative	Agreed to baseline the design subject to any changes to design artefacts being subject to appropriate change management, with change marked documents produced where changes to artefacts occur, and on the proviso all work-off items will be resolved within three months or escalated to the PSG with information on severity and final resolution activities.

Supplier Agent Representative (Independent Supplier Agent)	Agreed to baseline the design subject to appropriate change control for artefacts which may change as a result of the Work-Off Plan and providing work-off items are resolved within three months or escalated to the PSG. A schedule for resolution of work-off items must be provided for DAG to review at the next meeting on 09 November 2022. Additionally, noting constituent views were that baselining was the best way forward, but not necessarily the ideal route or time they would like to have approved.
Medium Supplier Representative	Constituency representative not in attendance.
Consumer Representative	Constituency representative not in attendance.

The MHHS Design Baseline was approved taking into account the Work-Off Plan and other dependencies, as well as the comments and conditions noted above.

The Chair summarised the conditions actions to be taken by the Programme and DAG Members in relation to the updates to be made to the Work-Off Plan. These include:

- The Work-Off Plan is to be timebound by three months.

- The Programme will issue a timetable/schedule for the resolution of work-off items by 04 November 2022, for review and agreement by DAG at their next meeting on 09 November 2022.

- DAG Members are to provide specific comments on their Work-Off Plan priorities by close of business 02 November 2022.

- Change management relating to changes to design artefacts emanating from the Work-Off Plan is to be clearly articulated.

- Wording amendments to work-off items highlighted by RECCo.

- Any challenges with the timelines for resolution of work-off items will be raised to the PSG.

Comments were requested from the IPA, who noted the timelines for the decision on whether to baseline the design had been compressed somewhat but despite this it was sensible to baseline the design with the comments and caveats noted above. The IPA wished to check the Work-Off Plan to ensure it operates as intended and provided confidence parties can commence design and build activities.

One attendee noted the challenging timelines for review and approval of the design, and the Programme noted the challenges in dealing with the uncertainties over the volume and severity of comments and objections raised as part of the design consultation, objection, and assurance activities. The Programme praised the efforts of all DAG Members, industry experts, and other participants in achieving consensus and noted there were many successes to be acknowledged.

Summary and Next Steps	The DAG discussed the establishment of working group meetings to resolve work-off items which require development or discussion. The Programme agreed to consider how this could operate in practice whilst balancing the need to progress solutions quickly or tackle urgent matters and ensuring industry parties have sufficient notice to resource attendance at meetings. Further information will be provided at the next DAG meeting on 09 November 2022. It was confirmed the deadline for resolution of all work-off items is 31 January 2023, and an extraordinary DAG meeting will be held this day, or sooner, if possible, to confirm completion of the Work-Off Plan.

	Finally, one attendee suggested information on migration timings would be useful in view of the three months agreed by DAG for the resolution of the Work-Off Plan, and this should be considered alongside publication of the work-off schedule information.

Date of next DAG: 9 November 2022

Date of next CCIAG: 10 November 2022