MHHS PROGRAMME
Industry-led, Elexon facilitated

Design Advisory Group #18
09 November 2022

Version 1.0

MHHS-DEL731

Agenda

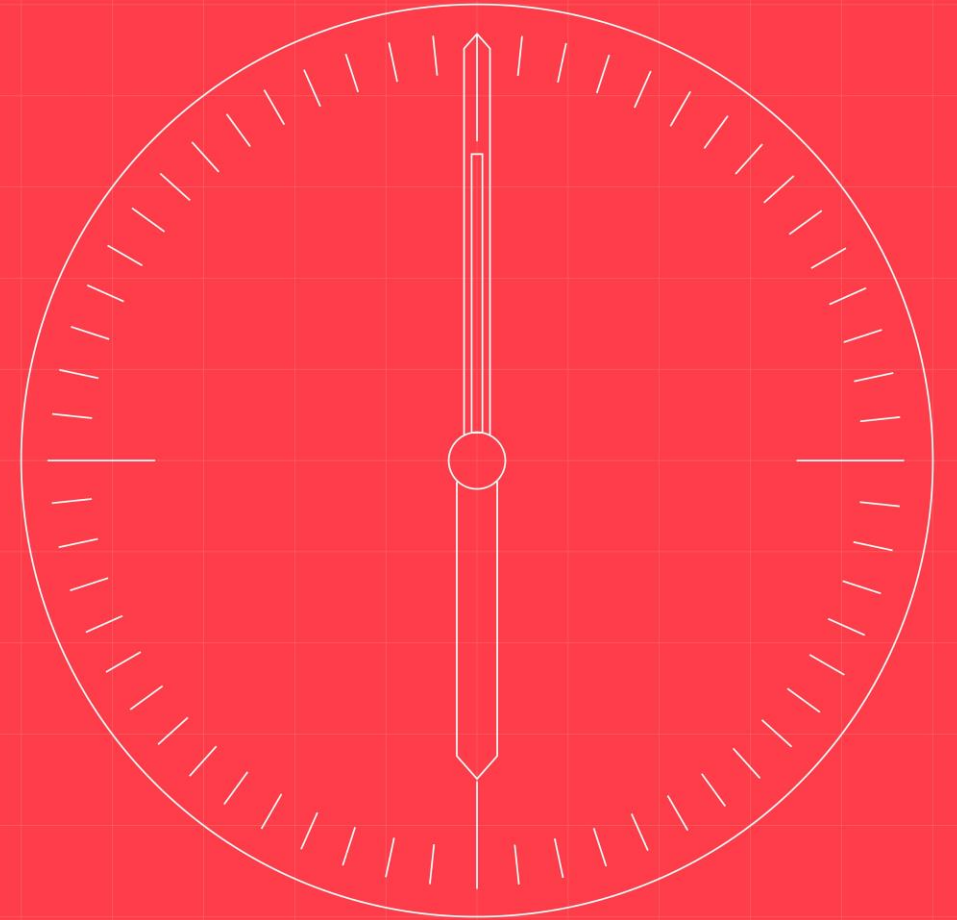| #	Item	Objective	Type	Lead	Time	Page
1	**Welcome**			Chair	10:00-10:05 *5 mins*	1
2	**Minutes and Actions**	Approval of minutes and review of actions	Decision	Secretariat	10:05-10:20 *15 mins*	3
3	**Programme Updates**	Updates from other MHHS governance groups and wider Programme updates	Information	Programme (PMO)	10:20-10:25 *5 mins*	6
4	**CCIAG Update**	Updates from the Consequential Change Impact Assessment Group and wider industry change management	Information	Secretariat	10:25-10:30 *5 mins*	8
5	**Work-Off Plan Updates**	Overview of updates to Work-Off Plan including current progress, scheduling of items, provision of working groups, etc.	Discussion	Programme (Claire Silk & Warren Fulton)	10:30-11:15 *45 mins*	10
6	**Post-M5 Design Change Management**	Overview of post-M5 enduring design change management process	Information	Programme (Design Assurance Team)	11:15-11:45 *30 mins*	12
7	**Summary and Actions**	Summarise key discussions, actions, and next steps	Information	Chair & Secretariat	11:45-11:50 *5 mins*	20

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Minutes and Actions

DECISION: Approval of minutes and review of actions

Secretariat

15 mins

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Minutes and Actions Review (1 of 2)

- Approval of Minutes of DAG held 31 October 2022
- Review of outstanding actions:

Ref	Date	Action	Owner	Due Date	Update
DAG13-08	28/07/2022	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)	10/08/2022	RECOMMEND CLOSED: Added to the RAID (see risk R312).
DAG13-09	28/07/2022	Check timings for performance assurance requirements work	Chair	10/08/2022	ONGOING: Update to be provided in meeting.
DAG14-01	10/08/2022	Programme to provide information on timeline for iServer implementation (see also ACTION DAG13-12)	Programme (Paul Pettit)	07/09/2022	ONGOING: Action ongoing to track implementation of iServer. The Enduring Design Hub to be rolled out after baseline.
DAG17-01	31/10/2022	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	RECOMMEND CLOSED: Added to the RAID (see risk R313).
DAG17-02	31/10/2022	Chair to review the DAG Terms of Reference to ensure there is clarity over the role of DAG post-M5	Chair	14/12/2022	ONGOING: Update to be provided to December DAG.
DAG17-03	31/10/2022	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	RECOMMEND CLOSED: Schedule to be issued 04 November 2022 and discussed under Agenda Item 5.
DAG17-04	31/10/2022	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	RECOMMEND CLOSED: At time of publishing, several responses received. Deadline for responses close of business 03 November 2022.
DAG17-05	31/10/2022	Programme to publish Clarifications Log for review by DAG	Programme (SI Design Assurance Team)	09/11/2022	ONGOING: Update to be provided in meeting.

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Minutes and Actions Review (2 of 2)

Ref	Date	Action	Owner	Due Date	Update
DAG17-06	31/10/2022	Programme to present post-M5 design change management approach at DAG on 09 November 2022	Programme (SI Design Assurance Team)	09/11/2022	RECOMMEND CLOSED: To be discussed under Agenda Item 6.
DAG17-07	31/10/2022	Programme to issue joining information to DAG Members for post-M5 change management overview webinar, to be held 17 November 2022	Programme (Claire Smith)	01/11/2022	RECOMMEND CLOSED: Invites to be issued by Programme Part Coordination (PPC) Team.
DAG17-08	31/10/2022	Programme to provide information on transition plan and timelines to DAG on 09 November 2022	Programme (Warren Fulton)	09/11/2022	ONGOING: Migration options are currently under consideration with supporting evidence provided by participants under review with Ofgem. A Request for Information likely to be issued by Ofgem in near future.
DAG17-09	31/10/2022	Programme to update M5 Design Baseline Report to include additions agreed at DAG 31 October. See headline report for details.	Programme (Warren Fulton)	14/12/2022	ONGOING: The report will be updated and issued for DAG review in the coming weeks.
DAG17-10	31/10/2022	Programme to indicate on Work-Off Plan whether work-off items are likely to require a Programme Change Request.	Programme (Claire Silk & Warren Fulton)	09/11/2022	RECOMMEND CLOSED: Updated Work-Off Plan to be issued 04 November 2022 and discussed under Agenda Item 5.
DAG17-11	31/10/2022	Programme to ensure work-off items which may impact code drafting are prioritised and request the Code Drafting Project Manager reviews this.	Programme (PMO)	09/11/2022	ONGOING: Following publication of the updated Work-Off Plan and schedule, the Code Drafting Project Manager and Code Workstream Lead will review and discern any prioritisation requirements relating to code drafting.

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Programme Updates

INFORMATION: Updates from other MHHS governance groups and wider Programme updates

Programme – PMO

5 mins

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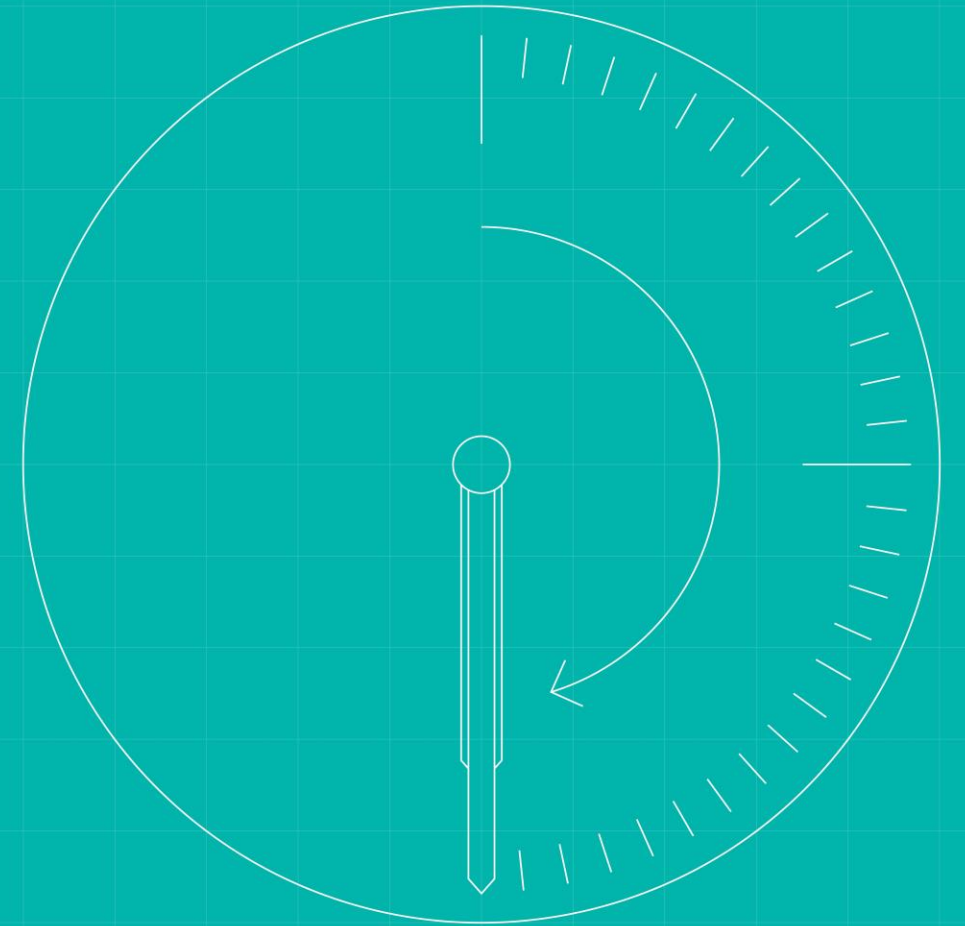
Governance group updates

Programme Steering Group (PSG)

Agenda Items for PSG 02 November 2022

1. **M3 Decision –** The PSG will decide whether to sign-off the M3 Programme milestone, considering readiness assessment outputs, IPA reporting, and other supporting information.

2. **Programme Replan –** The Programme will present updates on the progress of the Programme replan following the Round 2 consultation, the progress of migration options, and decide whether to move to the next stage of consultation (Round 3).

3. **RECCo Change Request –** The PSG will receive an overview of Change Request 12 *Increase in scope of CCAG ToR and code drafting activities to include consequential change,* and determine whether the change should be issued for impact assessment.

4. **DIP Update –** An update will be provided on Data Integration Platform (DIP) procurement.

5. **Sponsor Update –** Ofgem will provide key messages as the Programme Sponsor.

PSG papers available here.

Cross Code Advisory Group (CCAG)

Update from CCAG 26 October 2022

1. **Regulatory Code Freeze –** The CCAG discussed how potential code change congestion could be managed and the parties who would need to be involved.

2. **Delivery of M7/M8 –** The CCAG discussed previous agreement the M8 (code change delivered) and M10 (start of migration) milestones should be aligned. The group noted there may be a need to bring forward elements of code drafting relevant to M10 t support qualification arrangements.

3. **M5 Success Criteria and Prototyping Report –** It was noted an exercise had been conducted with REC and BSC to demonstrate it is technically possible to draft code legal text based on the MHHS design artefacts. This exercise was successful and the CCAG agreed it supported acceptance of the CCAG's M5 success criteria.

4. **Consequential Change Code Drafting Approach –** RECCo presented a new draft Programme Change Request (CR) which seeks to allow the incorporation of consequential code drafting requirements into the CCAG's core code drafting activities. The CR will be presented to the PSG on 02 November 2022 and a decision made on whether it is issued for impact assessment

CCAG Headline Report available here.

Testing and Migration Advisory Group (TMAG)

Agenda Items for TMAG 19 October 2022

1. **Migration Options –** The Programme provided updates on the progress of the migration options, noting that evidence in support of each option is now being reviewed with Ofgem.

2. **Programme Replan –** The TMAG reviewed responses from the Round 2 Programme replan consultation and a Plan on a Page (PoaP) on the approach to participant involvement in Systems Integration Testing (SIT)

3. **Environments Approach and Plan –** The TMAG received an overview of the plan and an update on progress of its development.

4. **Working Group Updates –** TMAG received updates from the four TMAG working groups (DWG, MWG, EWG, QWG).

TMAG Headline Report available here.

Wider Programme updates

Programme re-plan

Update:

- **Round 2 Replan consultation closed 30 September 2022.** 29 responses were received. Key insights will be presented to the Planning Working Group in October, and the November PSG.
- **Preparation for the Round 3 Replan consultation includes a series of Replan workshops** (topics covered include: SIT Approach (incl. MVC), SIT Execution, Qualification, Migration, adding further detail to the project plan and supporting the Milestone Register, and developing the Replan RAID items following Round 2.

Next steps:

- Progress updates to the project plan, Milestone Register and RAID in preparation for the Round 3 Replan consultation. Deliver remaining Round 3 Replan workshops.
- If you would like to attend any walkthrough session or require assistance obtaining re-plan content from the Collaboration Base. Please contact PMO@mhhsprogramme.co.uk for more information.

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CCIAG Update

INFORMATION: Updates from the Consequential Change Impact Assessment Group and wider industry change management
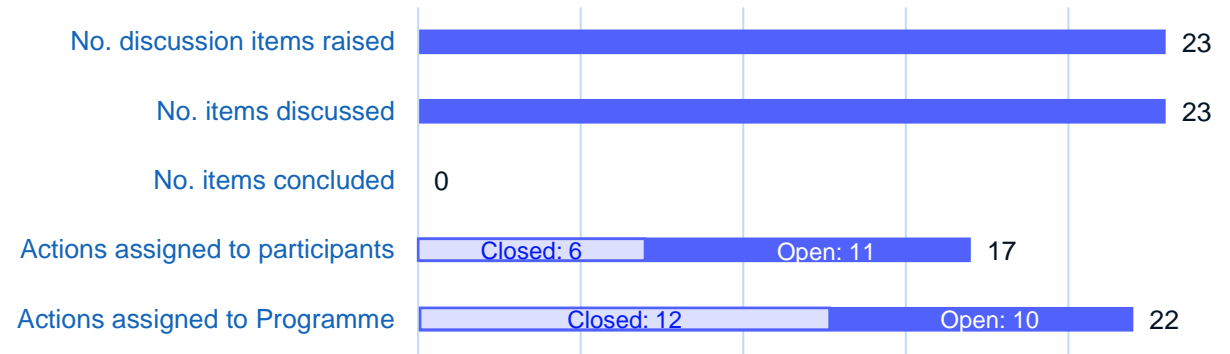
Secretariat

5 mins

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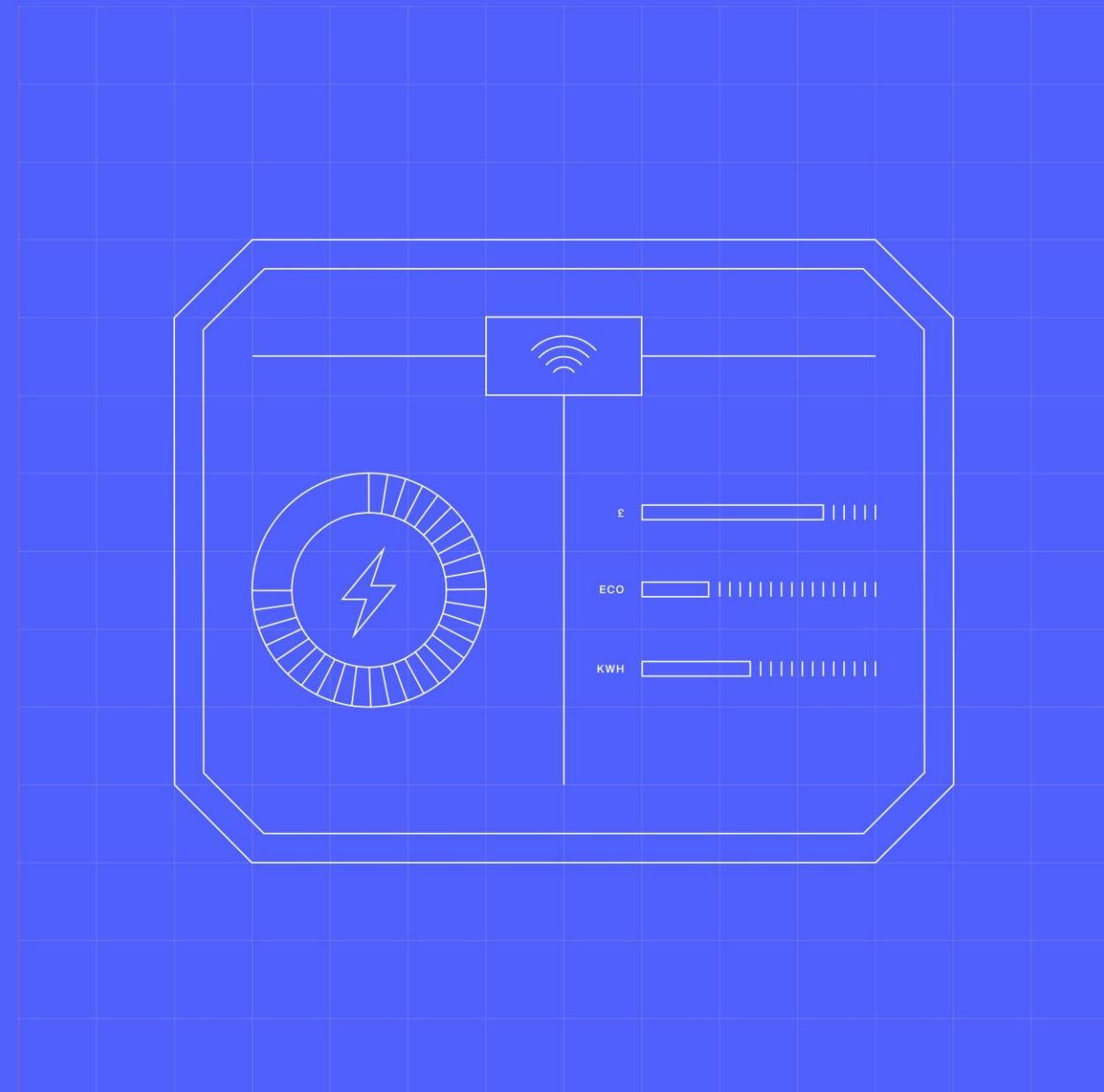
Industry Change

Consequential change: Summarise activity at the Consequential Change Impact Assessment Group (CCIAG)

CCIAG metrics

The following graph summarises consequential change activity taking place via the CCIAG
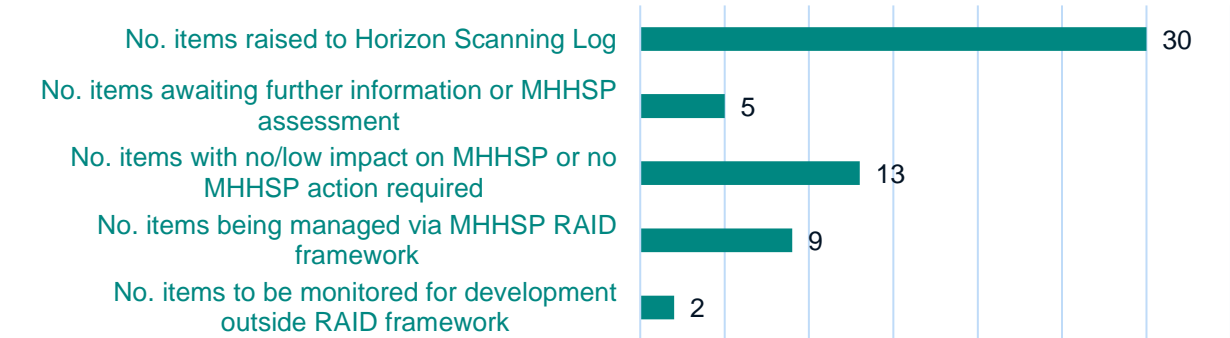
- No. discussion items raised — 23
- No. items discussed — 23
- No. items concluded — 0
- Actions assigned to participants — Closed: 6 | Open: 11 — 17
- Actions assigned to Programme — Closed: 12 | Open: 10 — 22

Key topics under discussion

- Removal of EACs and AAs
- Removal of SSCs and TPRs
- Related MPAN definition
- Settlement performance assurance
- Supplier exception processes
- Linking import/export meters
- SDEP messaging
- CCIAG meeting papers available here

Magnitude of items

The CCIAG's assessment and categorisation method is still under development, however no matters have yet been raised which require significant change to MHHS design artefacts.

The majority of matters currently under discussion by the CCIAG relate to the Retail Energy Code and Supplier processes based on data items which will be removed under MHHS – as such, there are ramifications for participants, and the Programme is collaborating via CCIAG to mitigate impacts. Performance assurance, Industry Standing Data (ISD), and other systems impacts (e.g. entity codes) are also under discussion.

Industry horizon scanning: Summarise items monitored via the Cross-Code Advisory Group (CCAG) horizon scanning process

The following graph summarises items being monitored via the Programme's horizon scanning process

- No. items raised to Horizon Scanning Log — 30
- No. items awaiting further information or MHHSP assessment — 5
- No. items with no/low impact on MHHSP or no MHHSP action required — 13
- No. items being managed via MHHSP RAID framework — 9
- No. items to be monitored for development outside RAID framework — 2

More information can be found via the CCAG meeting papers

Horizon Scanning Process

The CCAG collaborate to populate the Horizon Scanning Log and the Programme undertakes impact assessment of each change. Where a change requires actions by the Programme beyond simple monitoring or initial definition, this is entered into the Programme RAID framework with an appropriate action plan and owner put in place.

Industry code changes: 25 – REC: 10, BSC: 7, SEC: 4, DCUSA: 4

Wider industry changes: 5 – HH opt-out, DUoS SCR, code review, microbusiness def

Criticality of horizon scanning items **–** High: **5**, Medium to High: **3**, Medium: **2**, Low: **13**

Top RAID linked items:

- **SEC MP162** (R0011, R0083, R0113, R0115, R0116, R051, R0182, R0191, D0076, D0077)
- **BSC CP1558** (R0200, D0068) • **REC R0032** (D0068, D0069) • **REC R0044** (D0055)

Work-Off Plan Updates

DISCUSSION: Overview of updates to Work-Off Plan including current progress, scheduling of items, provision of working groups, etc.

Secretariat

45 mins

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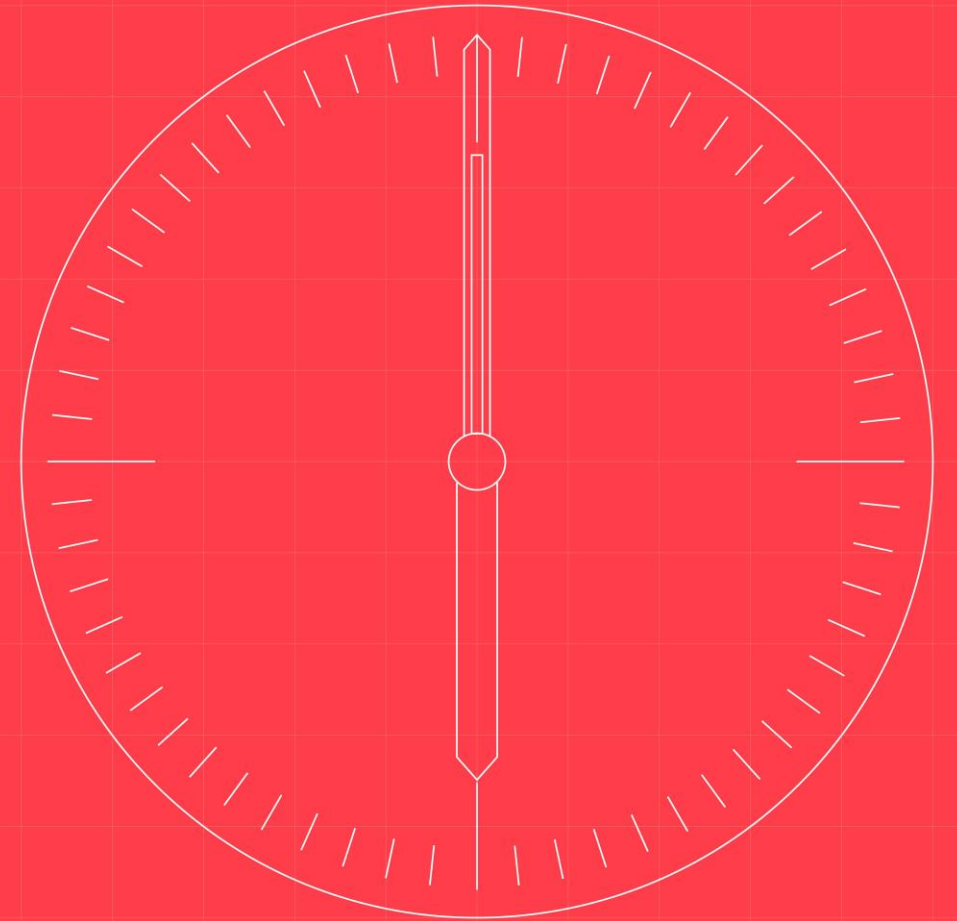
Objective:
Provide overview updated Work-Off Plan and discuss progress thus far, the scheduling of work-off items, and the practicalities of the resolution of items.

Note:
The updated Work-Off Plan will be published Friday 04 November 2022.

Relevant Actions:

DAG17-01	31/10/2022	Programme to add the completion of the Work-Off Plan to the RAID Log as a Programme risk against delivery of M9	Programme (PMO)
DAG17-03	31/10/2022	Programme to add resolution schedule to Work-Off Plan and issue to DAG no later than 04 November 2022	Programme (Claire Silk & Warren Fulton)
DAG17-04	31/10/2022	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
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Post-M5 Design Change Management

INFORMATION: Overview of the MHHS Design Change Management process

Programme – Paul Pettitt

30 mins

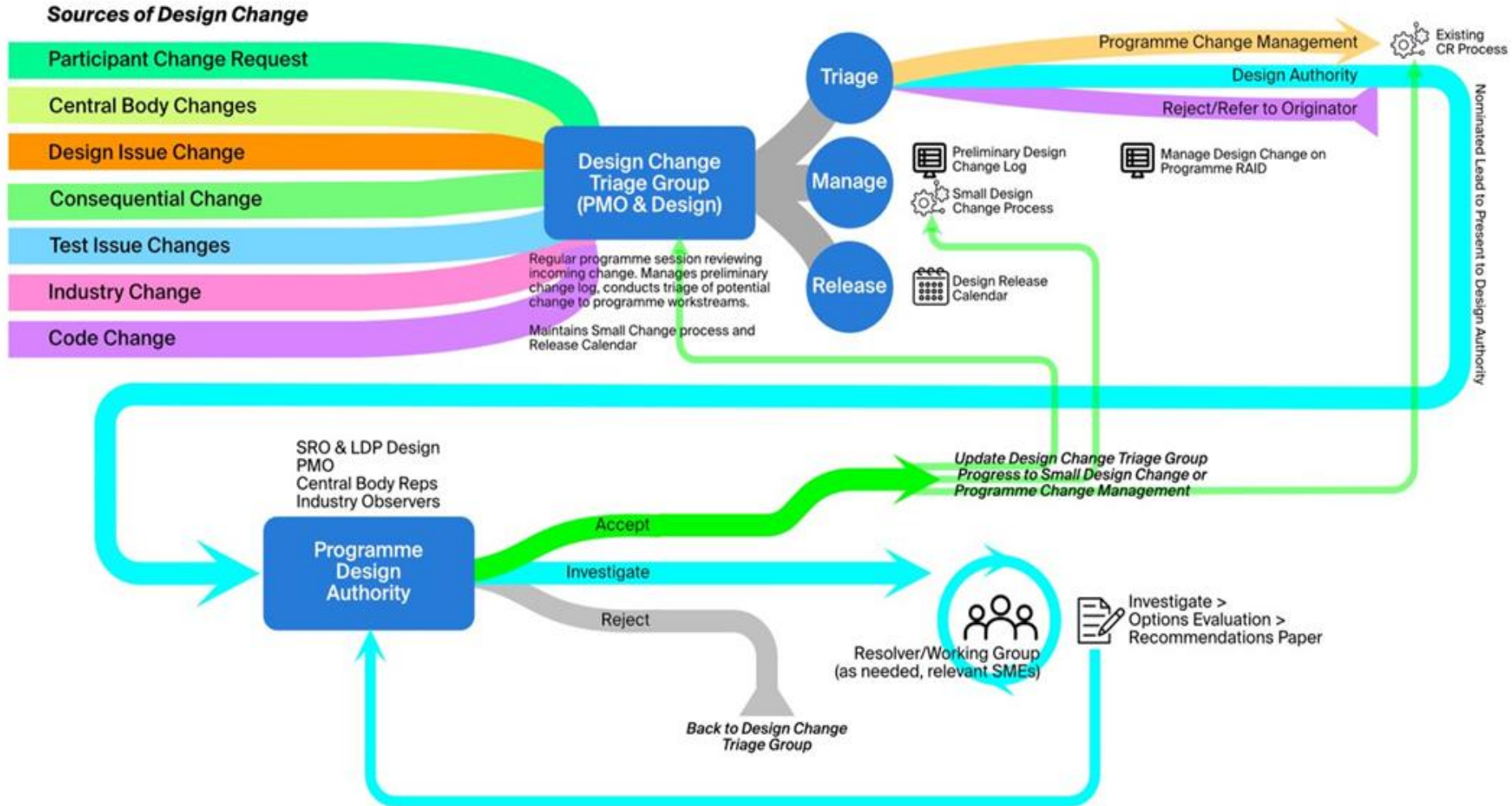**MHHS PROGRAMME**
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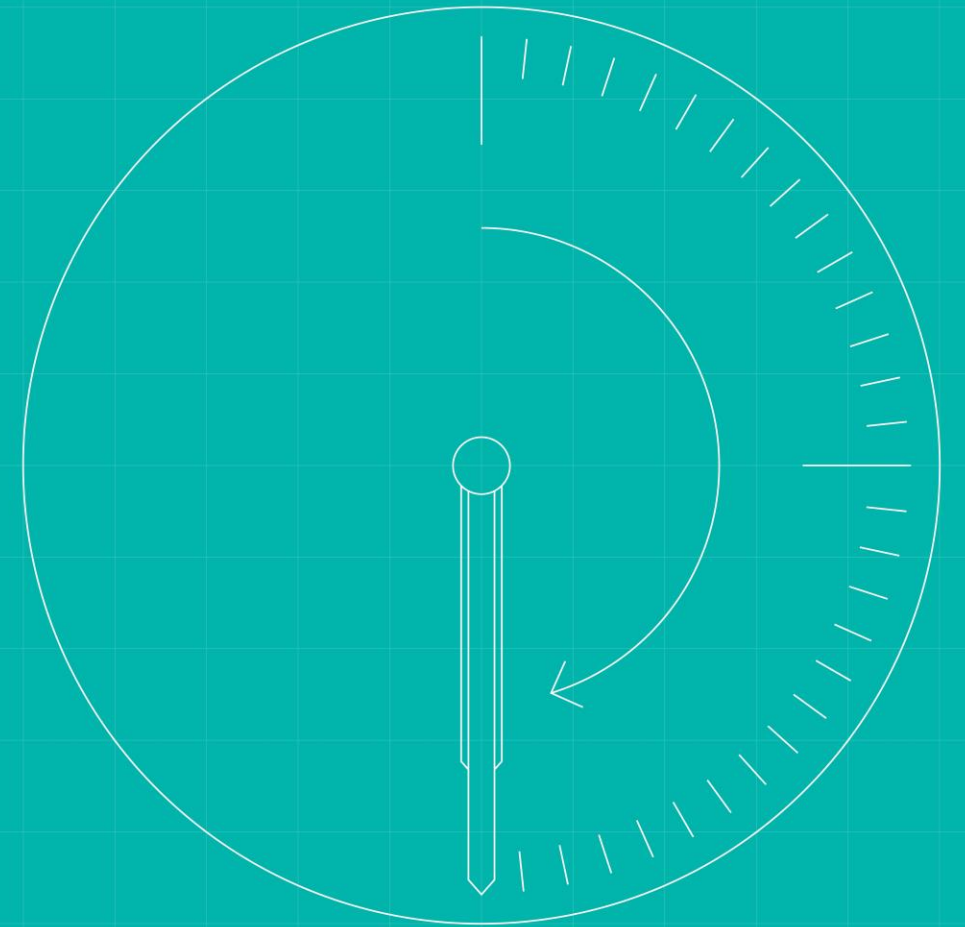
It is expected that participant engagement will be classified as 'change', 'issue' or 'query'. SI Design analysts will verify the classification of participant engagement and populate logs as appropriate, triggering processes to address.
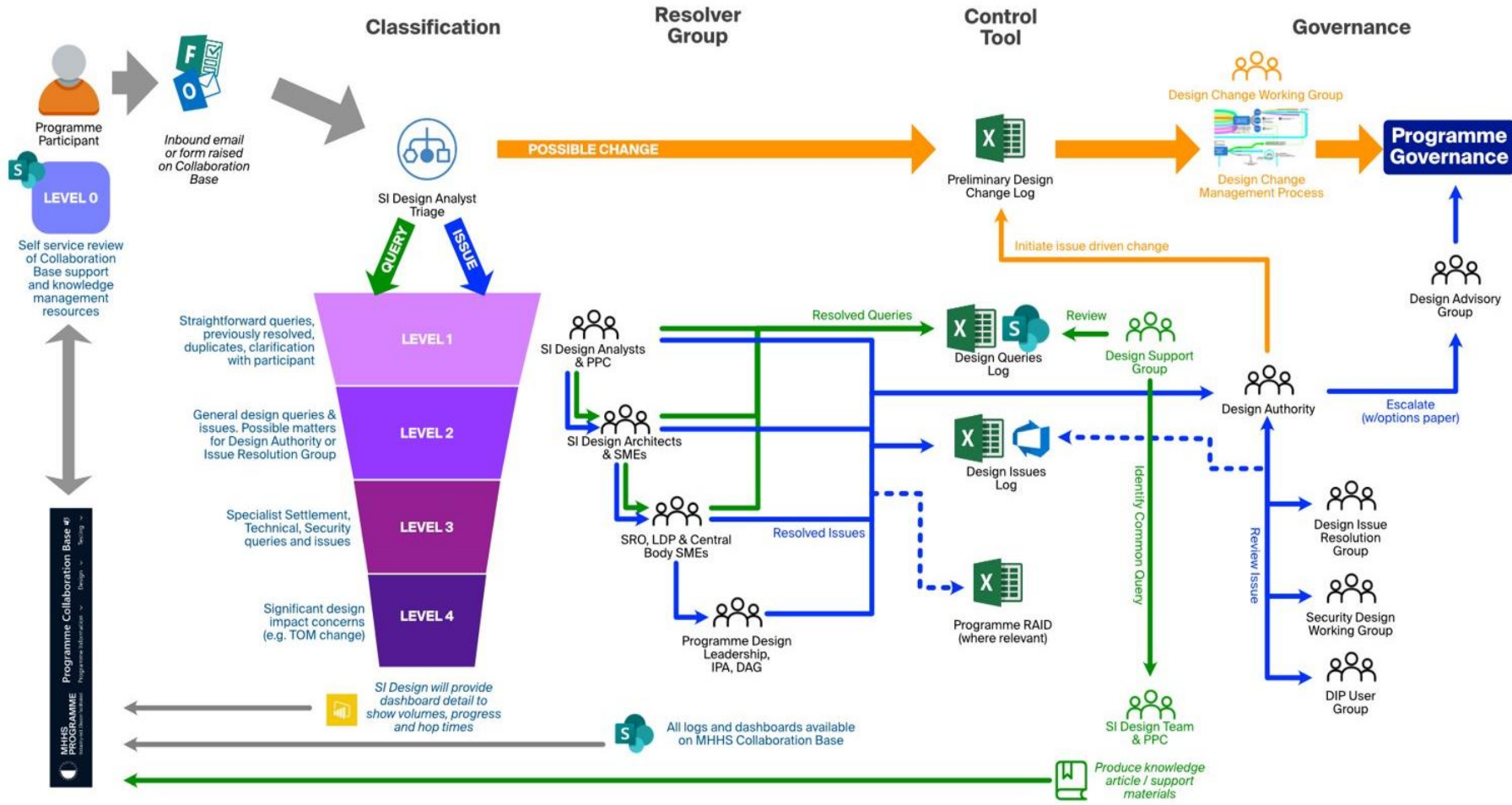
High Level Change Management Process

The illustration below provides a high-level overview of how design change will operate.

Change is expected to originate from a number of sources, the new Design Change Triage Group will act as a front door for all change, performing triage to ascertain the next best step. The group will maintain a number of tools to provide the programme and participants with full transparency on all change matters.

Design Groups Governance Structure

As the programme moves from design and agreement to managing a baseline, the structure of groups to support the programme and participants will change.

The proposed governance structure is shown below.

Draft Terms of Reference are being drafted for each of the new or changed groups and will be presented at their respective inaugural meetings.
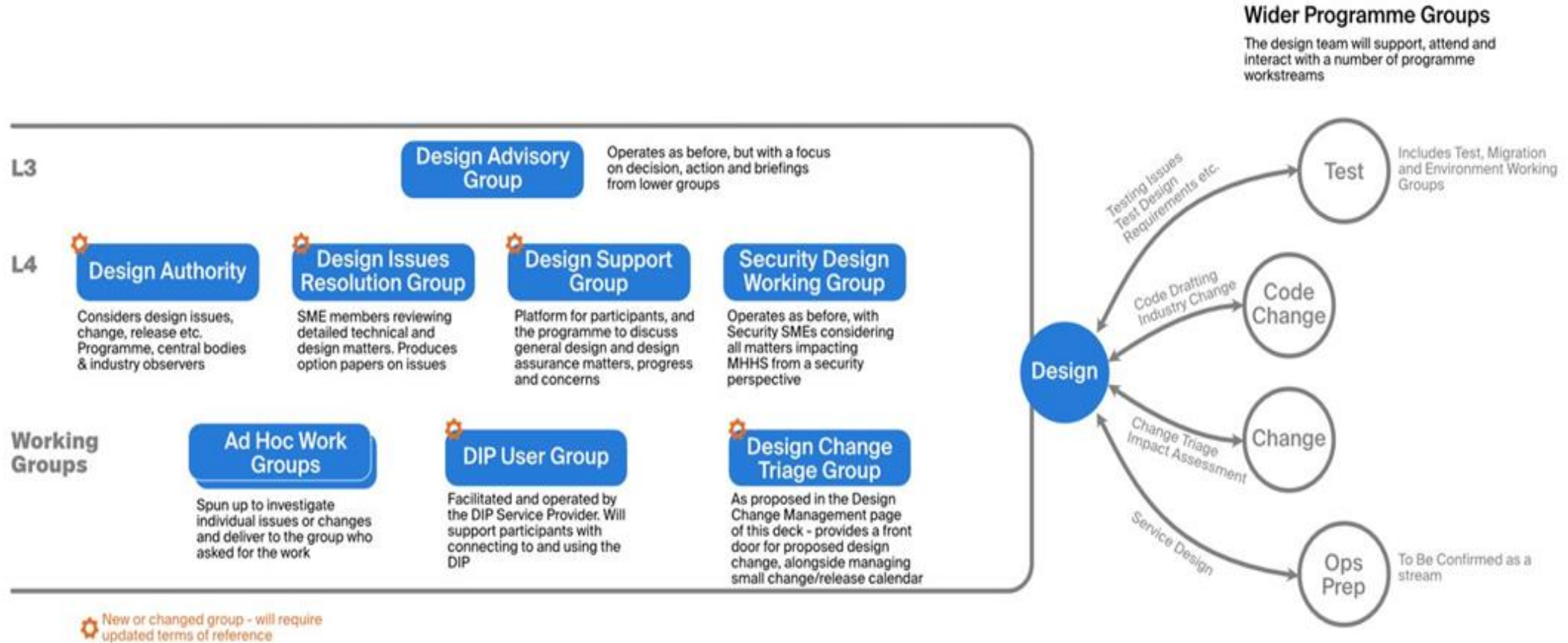
Terms of reference for each group will be proposed for agreement at the initial session. Calling notices for members will be issued via the Clock and the collaboration base.

Group	Proposed Level	Frequency	Chair	Facilitation	Attendees
Design Change Triage Group	Working	Fortnightly	SI BA	SI + PMO	SI Design Team
Design Authority	L4	Monthly (or Fortnightly)	SI Design Lead or Architect	SI	Business / Technical Architectural focused representation from LDP, SRO, Central Bodies, Industry Reps
Design Issues Resolution Group	L4	As requested by the Design Authority	SI Architect	SI	Open to all participants
Design Support Group	L4	Monthly	SI Architect	SI	Open to all participants
SDWG	L4	Monthly	Programme Security SME	As before	Controlled security attendees, SRO, LDP
DIP User Group	Working	TBC	DIP SP or SRO DIP lead	DIP SP	Open to all participants

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# Illustration of the Design Change Management Process Flow
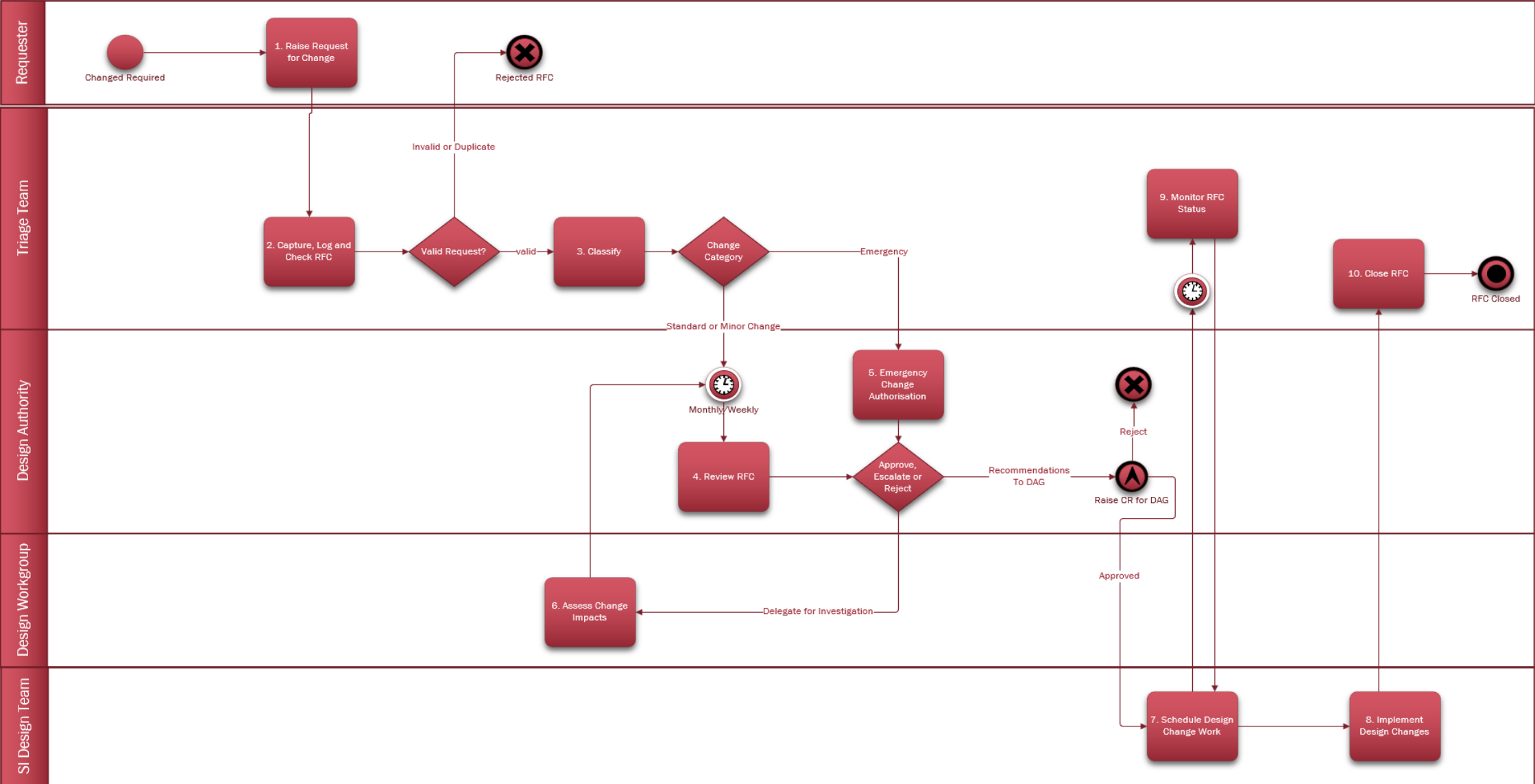
Alongside managing the design change process, the SI Design team will be the initial operators of the MHHS release process.
Once the test environments are established, this will become a joint activity with the SI Testing team.
The illustration below provides a high-level view of how release management will operate.
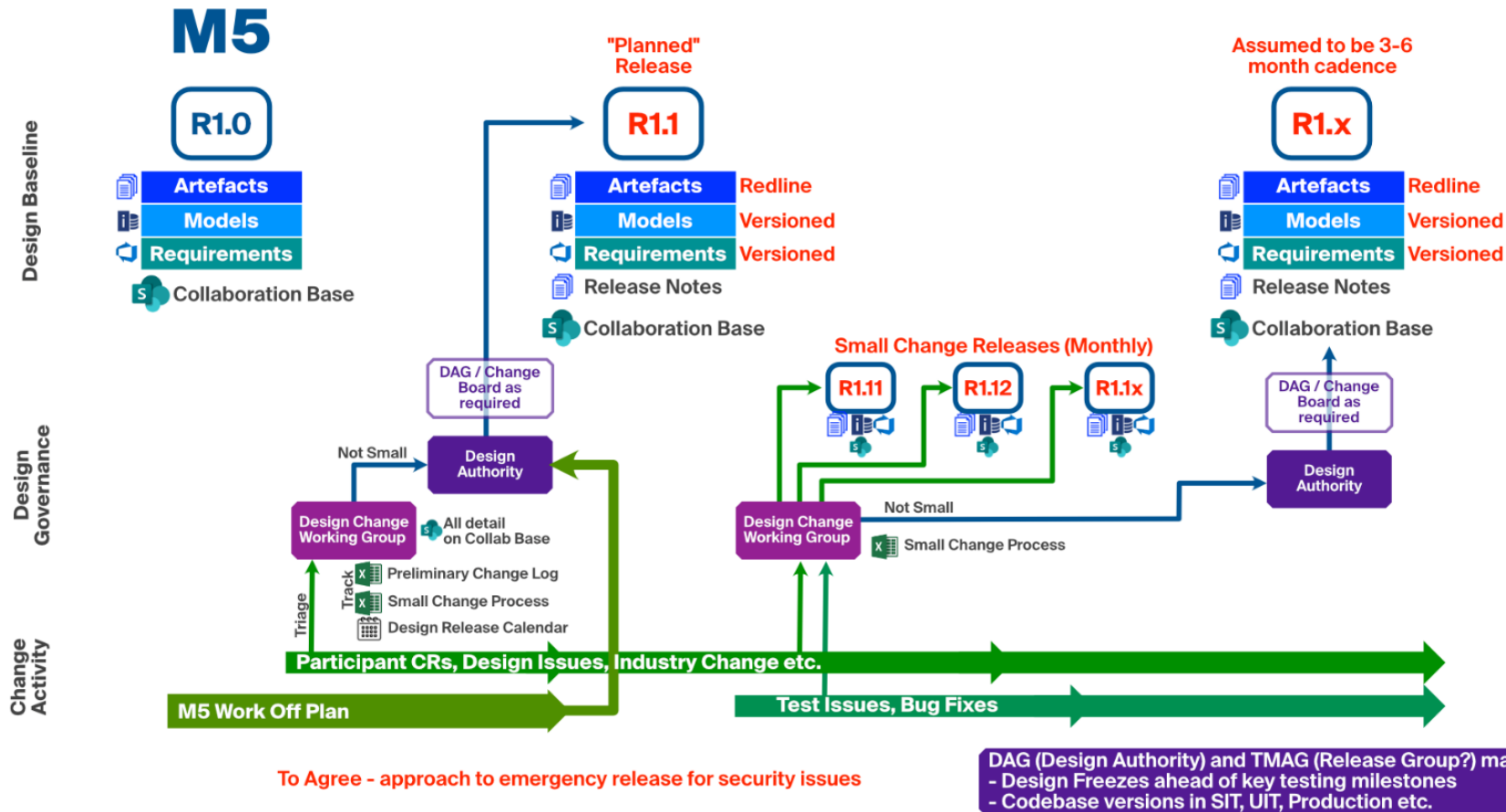
Service Levels for each of the activities will be developed after 2-3 months of steady state operation to establish expected levels of footfall for each process, and the time taken in the resolver stages.

All of the logs, steps and activities will be managed in a transparent manner by the SI, with dashboards based on live positions available on the collaboration base.

- Finalise processes and handover of Design Artefacts from SRO

- Complete Terms of Reference for the new groups

- Change management Overview webinar Scheduled for 17th November

- Seek representation for the new L4 groups

- Issue L4 meeting invites

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Summary and Next Steps

INFORMATION: Summarise key discussion, actions, and next steps

Chair & Secretariat

5 mins

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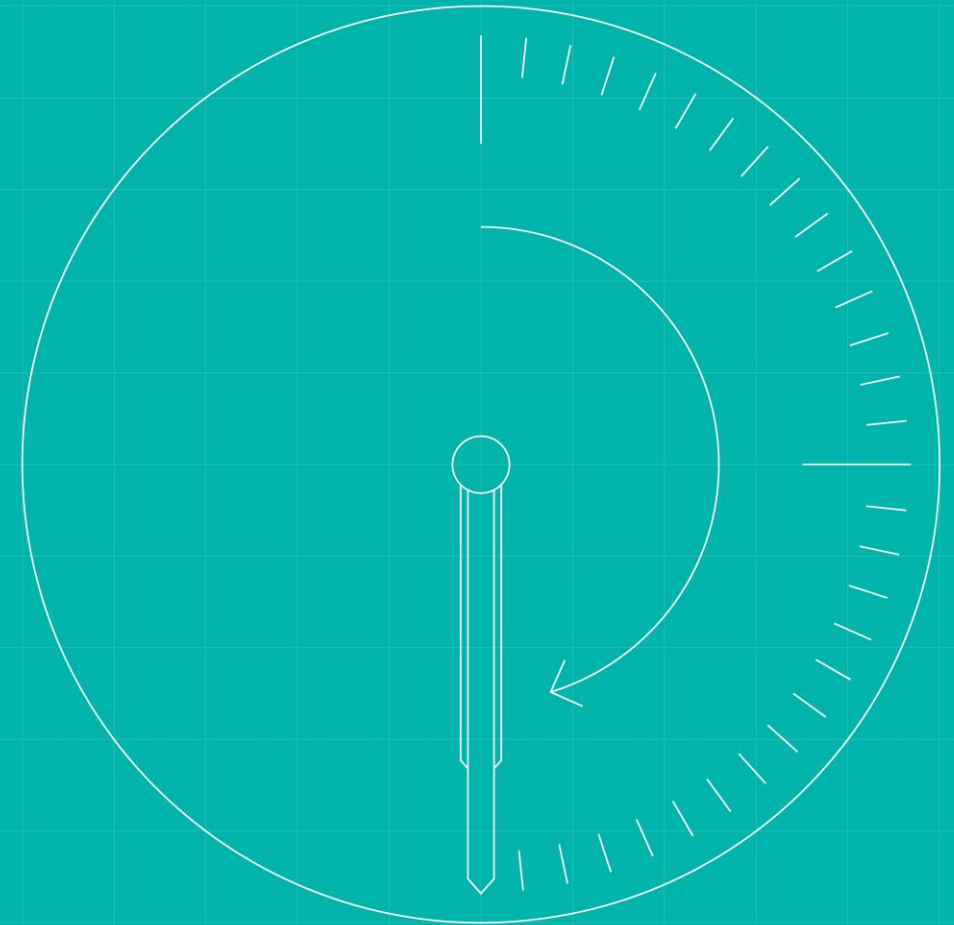
- Confirm actions from meeting

- Confirm next steps

- Next DAG meeting: **14 December 2022 10am**

- Next CCIAG meeting: **10 November 2022 1pm**

If you would like to propose an agenda item for the DAG or would like any information about MHHS governance groups, please contact the Programme PMO (PMO@mhhsprogramme.co.uk)

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