



**MHHS  
PROGRAMME**  
Industry-led, Elexon facilitated

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# Design Advisory Group #19

## 14 December 2022

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Version 1.0

MHHS-DEL794

Document Classification: Public

## 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)	10:20-10:30 10 mins	6
4	CCIAG Update and Horizon Scanning	Updates from the Consequential Change Impact Assessment Group and wider industry change management	Information	Secretariat	10:30-10:40 10 mins	8
5	Updates to CCIAG ToR	Approve updated CCIAG ToR	Decision	Chair	10:40-10:50 10 mins	10
6	Work-Off Plan Updates	Overview of Work-Off Plan progress	Information	Programme (Claire Silk & Warren Fulton)	10:50-11:10 20 mins	12
7	Work-Off Plan Items	Potential items from the work-off that need to be escalated to DAG	Decision	Programme (Ian Smith)	11:10-11:25 15 mins	14
8	Post-M5 Design Change Management	Provide overview of post-M5 design change management process and approve Design Authority ToR	Decision	Programme (Design Assurance Team)	11:25-11:55 30 mins	22
9	Summary and Actions	Summarise key discussions, actions, and next steps	Information	Chair & Secretariat	11:55-12:00 5 mins	20

### Attachments

Attachment 1 – CCIAG ToR v1.1 (change marked)

Attachment 2 – Design Change Management Procedure v0.7

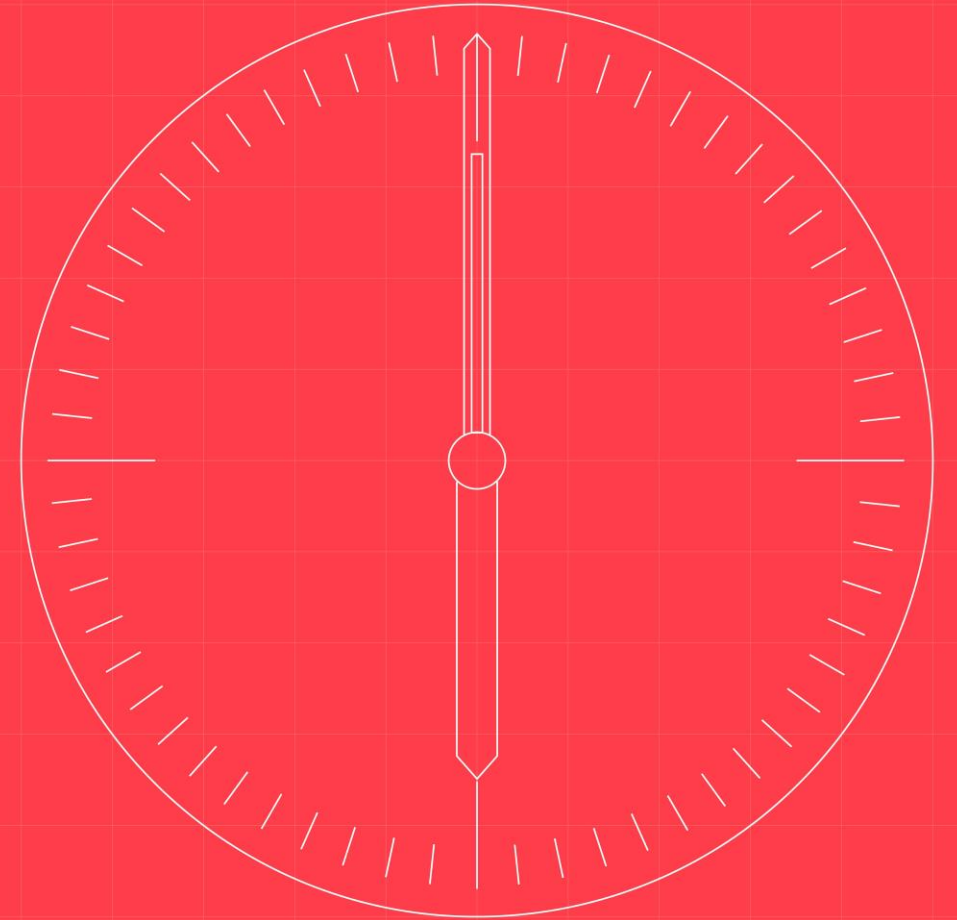
Attachment 3 – Design Authority ToR v0.8

# Minutes and Actions

DECISION: Approval of minutes and review of actions

*Secretariat*

*15 mins*



## 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
DAG13-09	28/07/2022	Check timings for performance assurance requirements work	TMAG Chair	10/08/2022	ONGOING: Reassigned to TMAG Chair at November DAG. Action in progress.
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	RECOMMEND CLOSED: Intention is to launch the Design Repository (iServer) with the re-baseline of the Design Artefacts following completion of the Work Off Plan.
DAG15-03		Confirm view on whether MPRS and EES are considered central systems, and to liaise with other Programme WGs to confirm the Programme position	Programme (SRO)	14/10/2022	
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.
DAG17-05	31/10/2022	Programme to publish Clarifications Log for review by DAG	Programme (SI Design Assurance Team)	09/11/2022	RECOMMEND CLOSED: Published following last meeting.
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	RECOMMEND CLOSED: The Migration Design sub-working group commenced on 30 Nov 2022 and will run weekly until the Migration Design artefacts are ready to be issued for industry Assurance review circa 15 Feb 2023. The intention is to baseline the Migration Design by mid- March 2023 (Note – these timelines cater for designing the reverse migration, should that be the approved migration approach).
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 (target week commencing 19 December 2022).
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	RECOMMEND CLOSED: 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.

## Minutes and Actions Review (2 of 2)

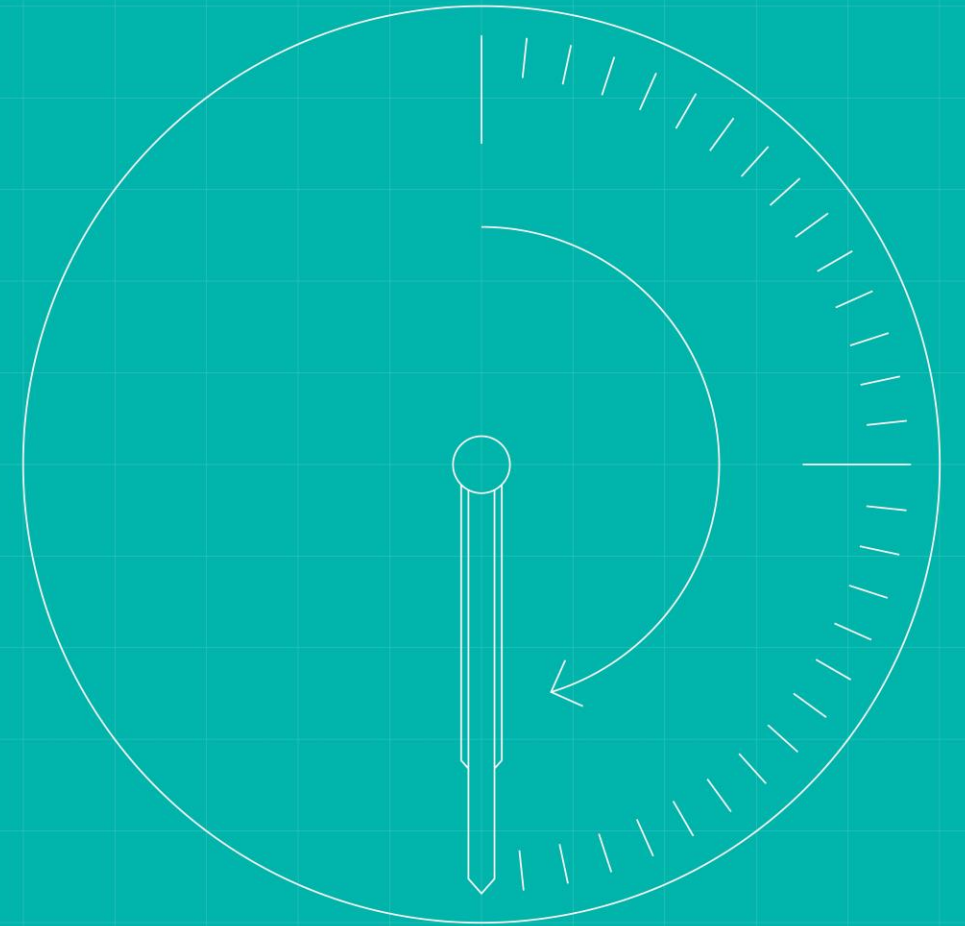
Ref	Date	Action	Owner	Due Date	Update
DAG18-01	09/11/2022	Chair to provide information on how Performance Assurance requirements manifest in the Design Artefacts	Programme (Design Team)	14/12/2022	ONGOING: Update to be provided in meeting.
DAG18-02	09/11/2022	Programme to update the Work-Off Plan to reflect the inclusion of DTN definitions in Programme activities	Programme (Warren Fulton)	14/12/2022	ONGOING: Update to be provided in meeting.
DAG18-03	09/11/2022	SC and SJ to provide any comments on potential additional detail or clarifications on expected actions for work-off items to the MHHS Design Team ( <a href="mailto:design@mhhsprogramme.co.uk">design@mhhsprogramme.co.uk</a> ) to enable updates to the Work-Off Plan	Supplier Agent Representative (Seth Chapman) & RECCo Representative (Sarah Jones)	16/11/2022	RECOMMEND CLOSED: Update to be provided in meeting.
DAG18-04	09/11/2022	Programme to issue updated Work-Off Plan to DAG with any changes highlighted	Programme (Warren Fulton)	16/11/2022	RECOMMEND CLOSED: Issued as part of fortnightly progress report
DAG18-05	09/11/2022	Programme to publish the static list of baselined docs with the DAG minutes	Programme (Claire Silk)	16/11/2022	RECOMMEND CLOSED: Published in November 2022 DAG papers
DAG18-06	09/11/2022	Programme to provide clarity of the scope of transition planning groups	Programme (Design Team)	14/12/2022	RECOMMEND CLOSED: Explained in the first Migration Design sub-working group meeting.

# Programme Updates

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

*Programme – PMO*

*10 mins*



Governance group updates

Programme Steering Group (PSG)

Agenda items for PSG 07 December 2022

- 1. Migration Options Decision** – The PSG will review the outputs of the Migration Options Programme Participant Information Request and decide on a migration option.
- 2. M3 Next Steps** – The PSG will review and agree updated M3 (DB start) acceptance criteria and review the engagement plan for parties who did not submit evidence in Readiness Assessment 2.
- 3. M9 Update** – The Programme will present an update on the status and timelines for M9 (SIT start).
- 4. Programme Replan** – The PSG will discuss whether the Round 3 Programme Replan Consultation can commence.
- 5. Change Request (CR) 12** – The PSG will vote on whether to approve CR12, following the closure of the impact assessment window.
- 6. Design Progress** – An update on the delivery of the M5 Work-Off Plan will be provided, along with the overall status of the MHHS core design and migration design.

PSG Headline Report available [here](#).

Testing and Migration Advisory Group (TMAG)

Update from TMAG 16 November 2022

- 1. Environments Approach and Plan** – The TMAG agreed that a work-in-progress draft version 2.1 of the Plan could be shared with Programme Participants via the Collaboration Base. The final version of the document would be baselined in February 2023
- 2. Migration Options** – The Programme updated on progress of the Migration options and the PPIR (see Programme updates). A decision would be made on the chosen option at 07 December PSG
- 3. Export MPANs** – The TMAG reviewed the issue from CCAG and DWG and agreed this should be addressed through the Migration Working Group (MWG)
- 4. SIT Working Group** – The programme updated on the plan to mobilise a Systems Integration Testing Working Group (SITWG). The first meeting would be on 01 December
- 5. Qualification** – The Programme updated that discussions were ongoing with code delivery bodies on responsibilities for qualification and that decisions needed to be progressed here before coming to the Qualification and E2E Sandbox Working Group (QWG)

TMAG Headline Reports are available [here](#).

Cross Code Advisory Group (DAG)

Update from CCAG 23 November 2022

- 1. Horizon Scanning Log** – SEC MP162, BSC P432, and BSC P434 have been approved by the SEC Change Board and BSC Panel respectively. The changes are now with Ofgem for decision. DCUS DCP414 and DCP415 have been raised in response to the MHHS design and the Programme will attend development working groups.
- 2. Qualification Code Drafting** – Code Bodies have confirmed qualification can commence based on the qualification legal text approved by the CCAG, as opposed to awaiting formal implementation into code. This supports the release of all MHHS code drafting in one release.
- 3. CR12 Impact Assessment Update** – Subject to approval by the PSG, CR12 would increase the timelines for code drafting by eight to twelve weeks. The definition of consequential change will be updated within the CCIAG ToR. An updated code drafting plan will be presented to the CCAG on 21 December 2022.
- 4. Code Freeze Request** – Whilst a formal code change freeze will not be possible, the CCAG and Code Bodies are discussing how best to mitigate the potential change congestion which may arise when MHHS legal text is due to be implemented.

CCAG Headline Report available [here](#).

Wider Programme updates

MHHS Programme Personnel Update:

From 1 December 2022, Chris Welby will step back from the SRO role but will continue to work closely with the Programme, lending his considerable knowledge and expertise. He will also work on other strategic programmes such as Future System Operation (FSO) and Code Reform.

Helen Tipton, Elexon's newly appointed Director of Strategic Programmes, will take on the SRO responsibilities. Helen has extensive experience in the energy sector and on major programmes extending across a broad range of subjects including regulatory, merger and acquisitions, systems implementation and organisational redesign.

MHHS Testing:

The MHHS Testing workstream sets the scope and oversees the preparation and execution of testing for all parties involved in the Programme. Testing is split into three parts:

1. Pre-Integration Testing (PIT): PIT must be performed by all users of the new settlement arrangements, to validate every system or service that is included in the end-to-end MHHS Design.
2. Systems Integration Testing (SIT): SIT will be performed by the service providers of the central systems and other voluntary participants, to test the end-to-end operation of the systems.
3. User Integration Testing (UIT): UIT is broken down into two subparts:
  - I. Qualification: All participants not undertaking SIT must perform Qualification Testing, as part of the overall Qualification process.
  - II. End-to-end Sandbox: Where a participant can optionally use this testing service to test their systems and processes.

MHHS Webinars:

- **Readiness Assessment Two (RA2) Overall Report Webinar:** A webinar was held 29 November 2022 to walkthrough the key themes and statistics of the [RA2 Overall Report](#). The recording and slides are available on the [Events page of the MHHS website](#).
- **Data Integration Platform (DIP) Simulator Demo Webinar:** On 01 December 2022, a walkthrough was provided of MHHS testing simulators, data generators, and emulators followed by questions and answers. The recording and slides are available [here](#).
- **Design Change Control and Engagement:** Following the approval of the Design Baseline, a new design change control procedure will be implemented. A webinar will be held 16 January 2023 to provide an overview. To sign up, please contact [PPC@mhhsprogramme.co.uk](mailto:PPC@mhhsprogramme.co.uk).

Other updates:

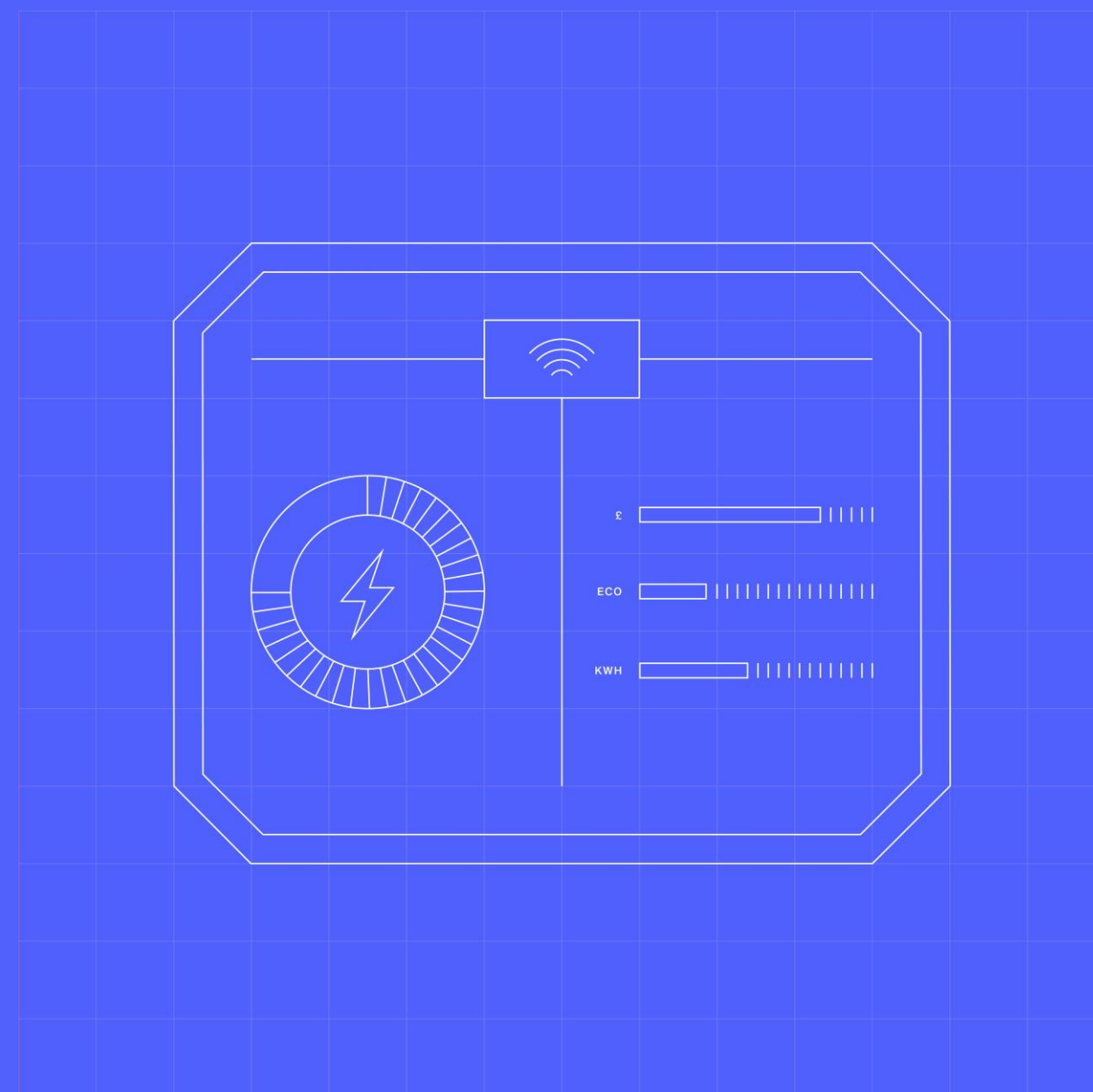
- Migration Design Subgroup (MDSG) mobilised
- Systems Integration Testing Working Group (SITWG) mobilised
- 2023 governance meeting [schedule](#) published

# CCIAG Update and Horizon Scanning

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

*Secretariat*

*10 mins*

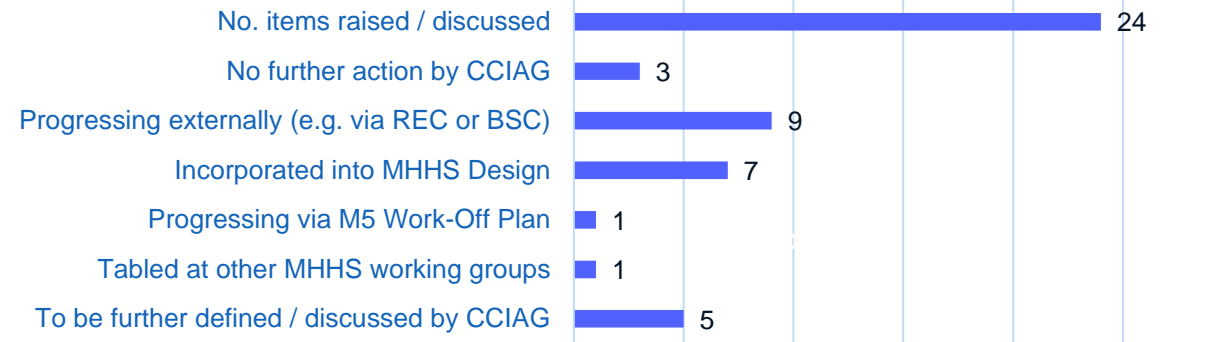




**Consequential change:** Summarises activity at the Consequential Change Impact Assessment Group (CCIAG)

**CCIAG metrics**

The following graph summarises the status of consequential change topic under discussion at the CCIAG:



The latest CCIAG meeting papers and headline reports can be found [here](#).

**Summary of latest CCIAG discussions**

CCIAG conducted a line by line of the [Consequential Change Log](#), confirming the status of each discussion topic according to whether; 1) it has been incorporated into the MHHS Design, 2) it is progressing externally through other industry governance mechanisms, 3) it is deemed to require no further discussion at the CCIAG, and 4) it requires further definition and discussion by the CCIAG. The CCIAG also recorded which items may require incorporation into CCAG-led code drafting subject to approval of CR12.

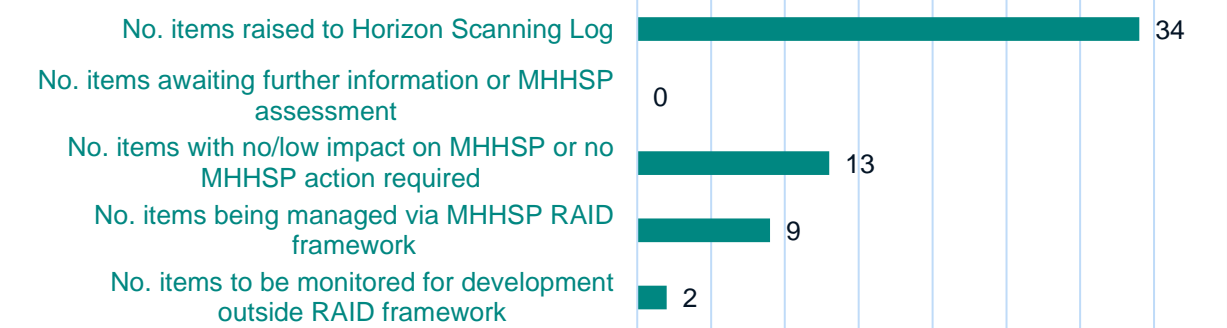
**Magnitude of items**

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 Retail Energy Code or Supplier processes which may be affected by the removal of data items or introduction of new market roles.

The volume of items now raised to the CCIAG has plateaued, with no new items tabled at the last meeting. The CCIAG will continue to call for discussion items as participant design and build activities commence.

**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



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: 29** – REC: 12, BSC: 8, SEC: 4, DCUSA: 5

**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:**

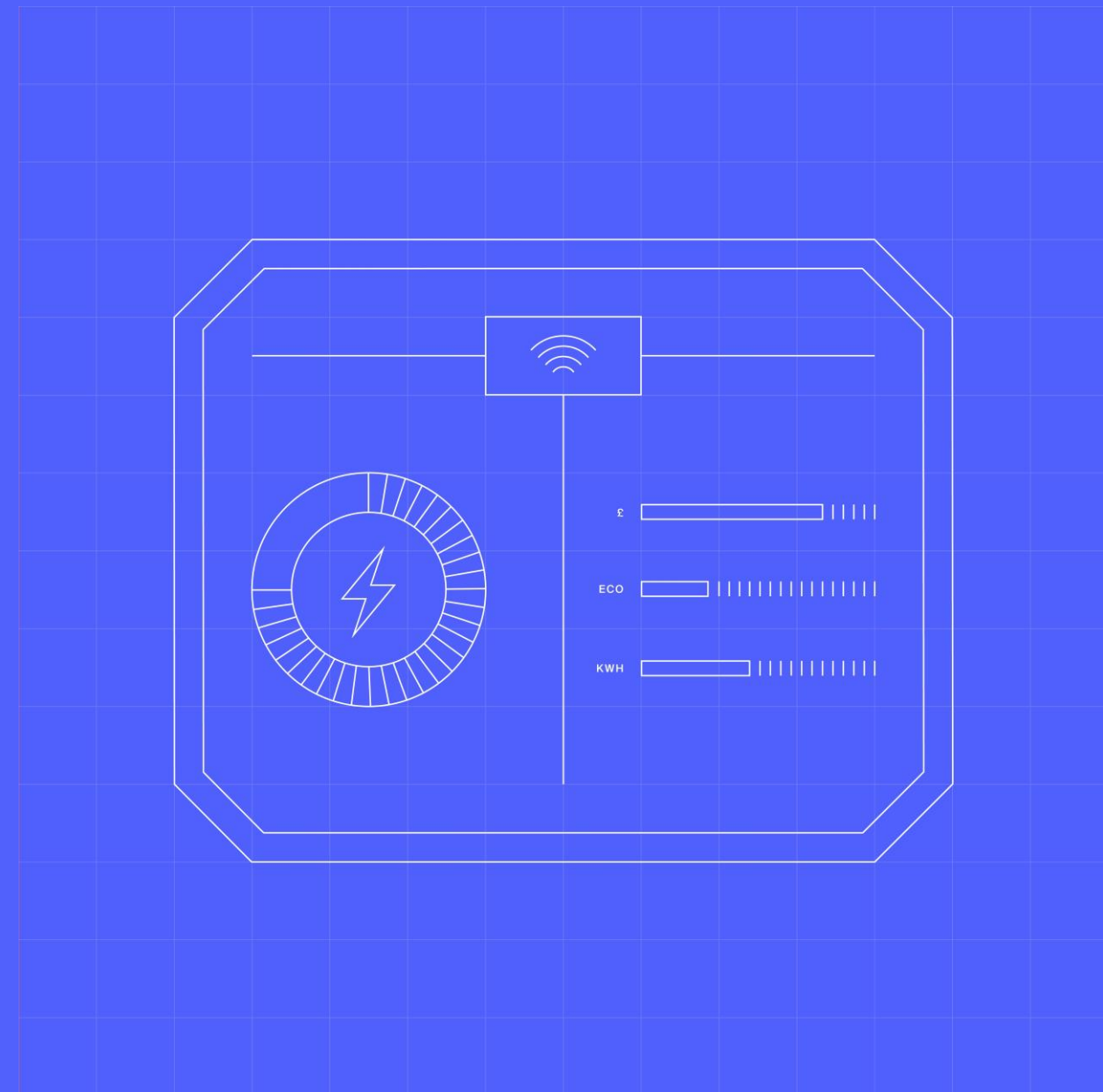
- **SEC MP162** (R0011, R0083, R0113, R0115, R0116, R051, R0182, R0191, D0076, D0077)
- **BSC CP1558** (R0200, D0068) • **REC R0032** (D0068, D0069) • **REC R0044** (D0055)

# Updates to CCIAG ToR

INFORMATION: Approve updated CCIAG ToR

*Chair*

*10 mins*



**Objective:** Review and approve the updated CCIAG ToR

**Note:** As work on items of consequential change progresses, an updated definition has been produced to support clarity around the Programme's scope and the matters to be considered as consequential change. This is defined in the CCIAG ToR, and an amendment to the ToR is now required.

**Definition:**

*“Consequential change is defined as any change required to deliver MHHS that is not defined in the Design Baseline, the design work off plans or any MHHSP migration design artefacts.”*

**Examples:**

Consequential change may include 'industry-level' consequential change delivered outside of the MHHS Programme, but to which all parties must align, and it may include 'individual party' changes which, for example, affect the systems or processes of individual Programme Participants.

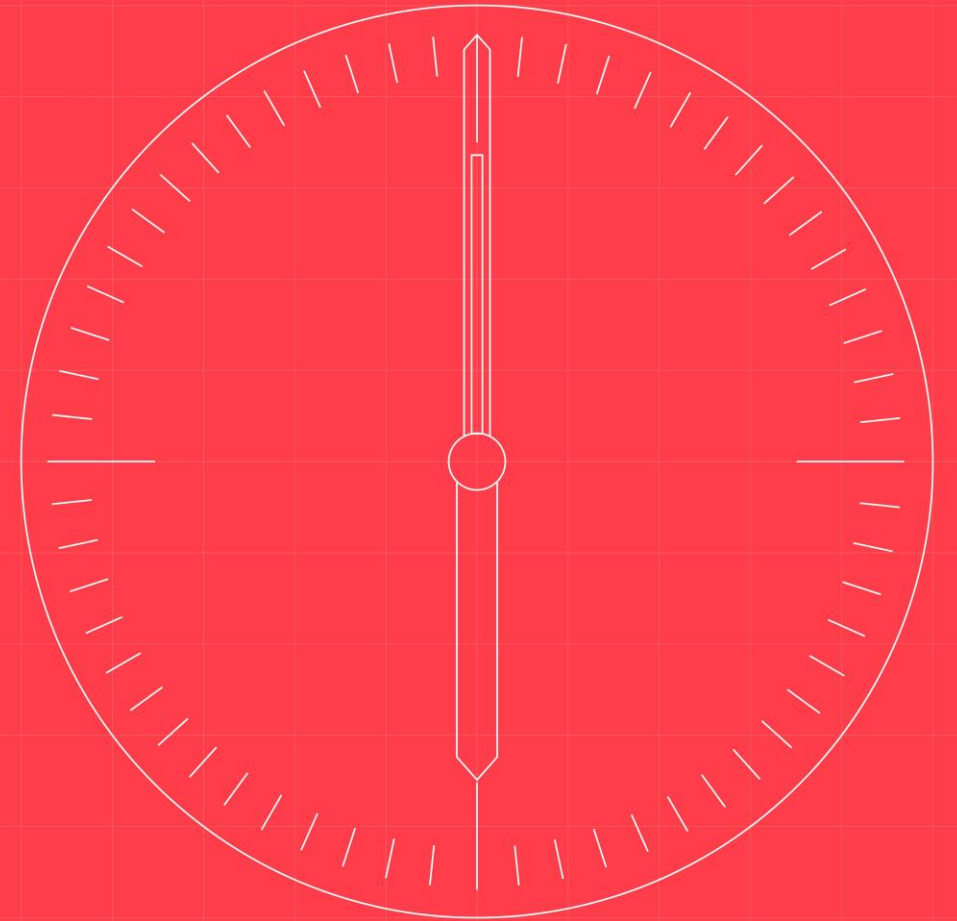
See **Attachment 1** for a change marked version of the CCIAG ToR.

# Work-Off Plan Updates

DISCUSSION: Overview of Work-Off Plan progress

*Programme – Claire Silk & Warren Fulton*

*20 mins*



Please find the **M5 Work-Off Plan – Progress Report – 07 December 2022** available [here](#).

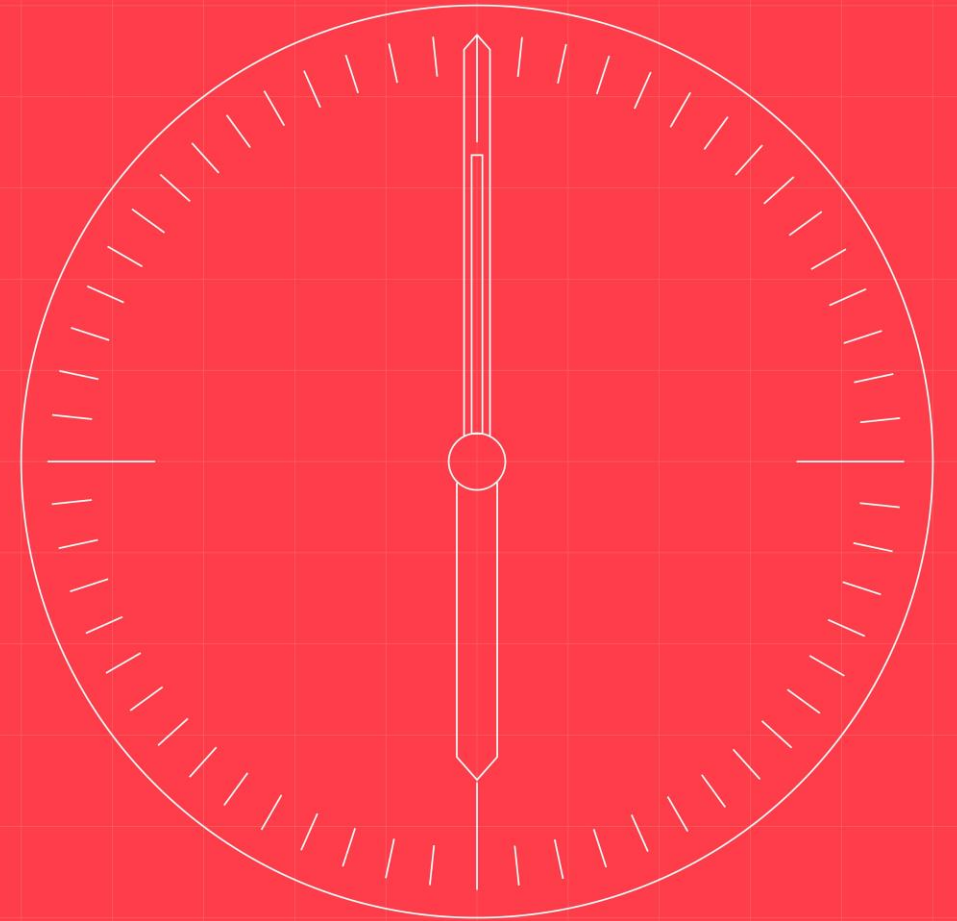
If you require access to the [Programme Collaboration Base](#), please request this via [PPC@mhhsprogramme.co.uk](mailto:PPC@mhhsprogramme.co.uk).

# Work-Off Plan Items

**DECISION:** Potential items from the work-off that need to be escalated to DAG

*Programme – Ian Smith*

*15 mins*

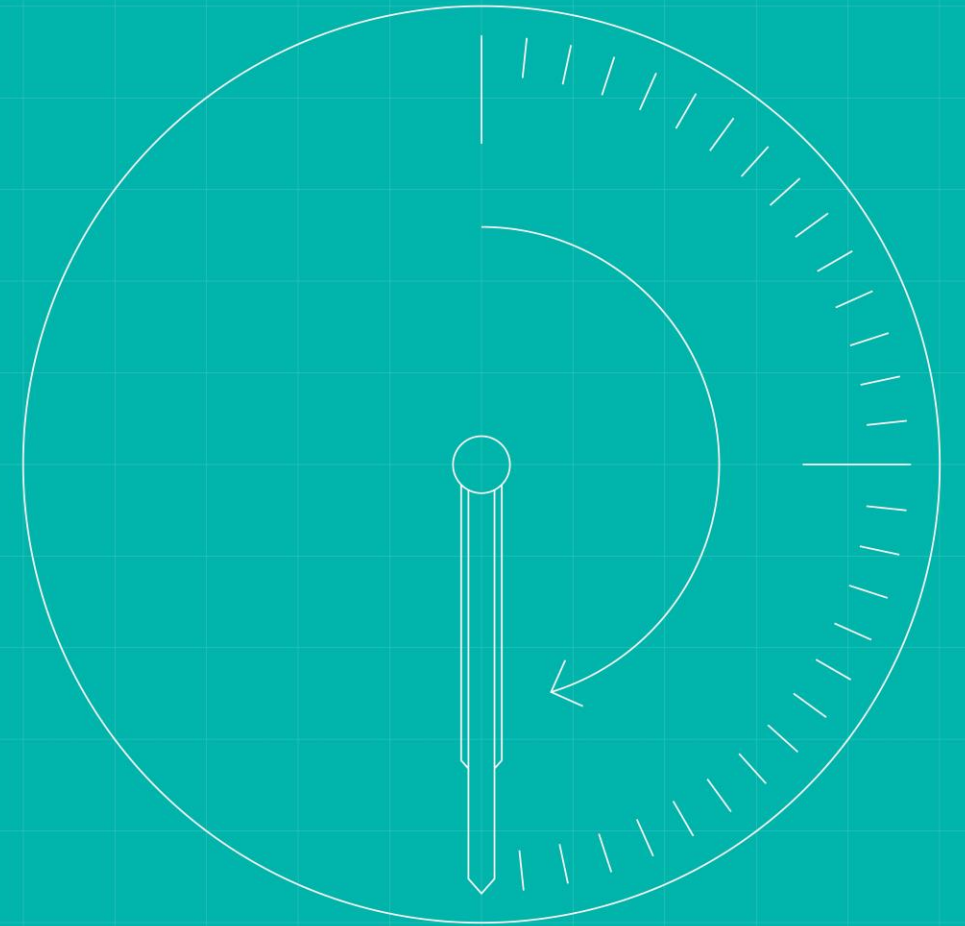


# Post-M5 Design Change Management

DECISION: Provide overview of post-M5 design change management process and approve Design Authority ToR

*Programme – SI Design Assurance Team*

*30 mins*



At the end of the session, we will be looking for DAG members to have:

1. Approved the Design Change Process (MHHS-DEL744)
2. Approved the set-up of the Design Authority (DA) reporting to DAG
3. Approved the draft Terms of Reference (MHHS-DEL764) for the DA including delegated authority for minor changes

Following the meeting DAG requested to nominate constituent members for the Design Authority group

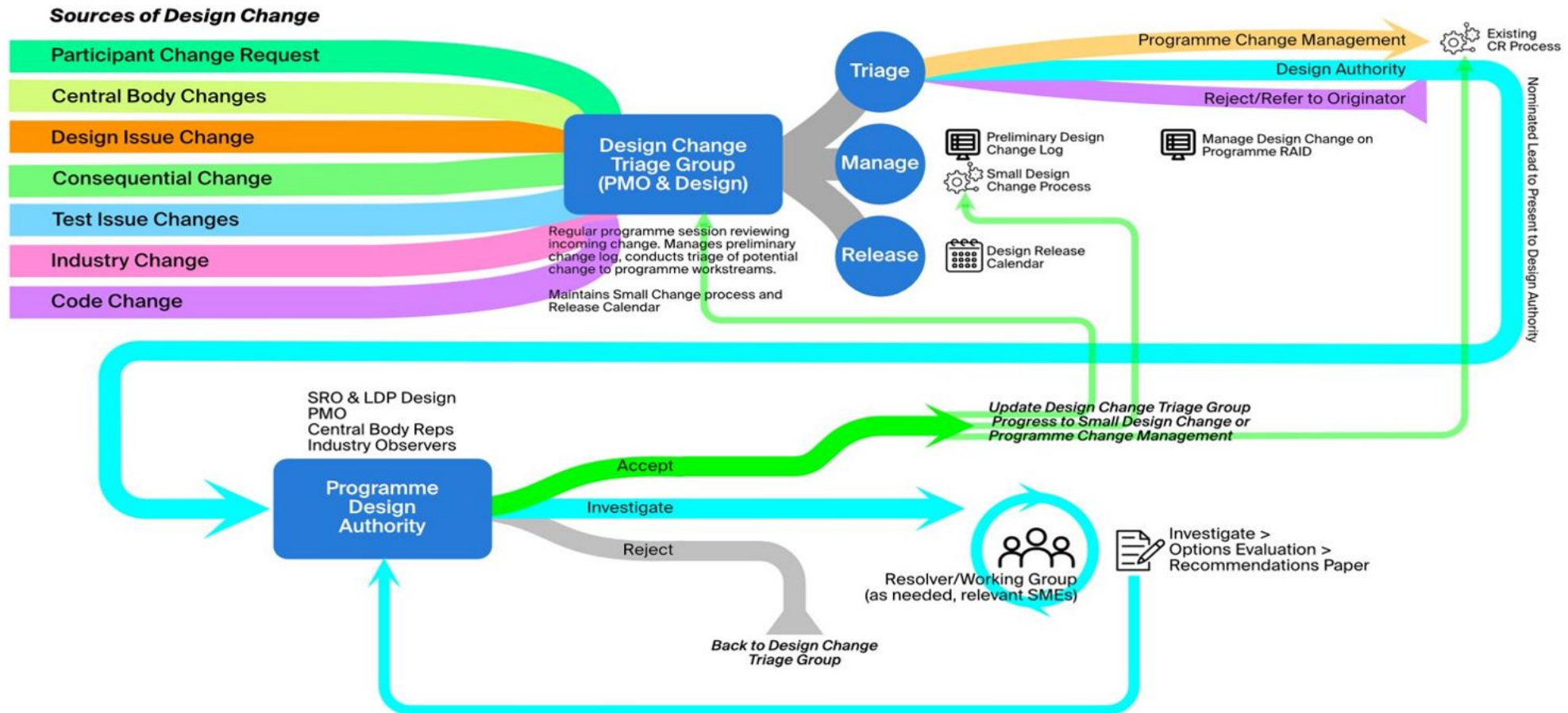


# Design Change Management Overview

The team has used experience of how the Smart and Faster Switching programmes have operated their design and change management activities and have sought to establish best practice.

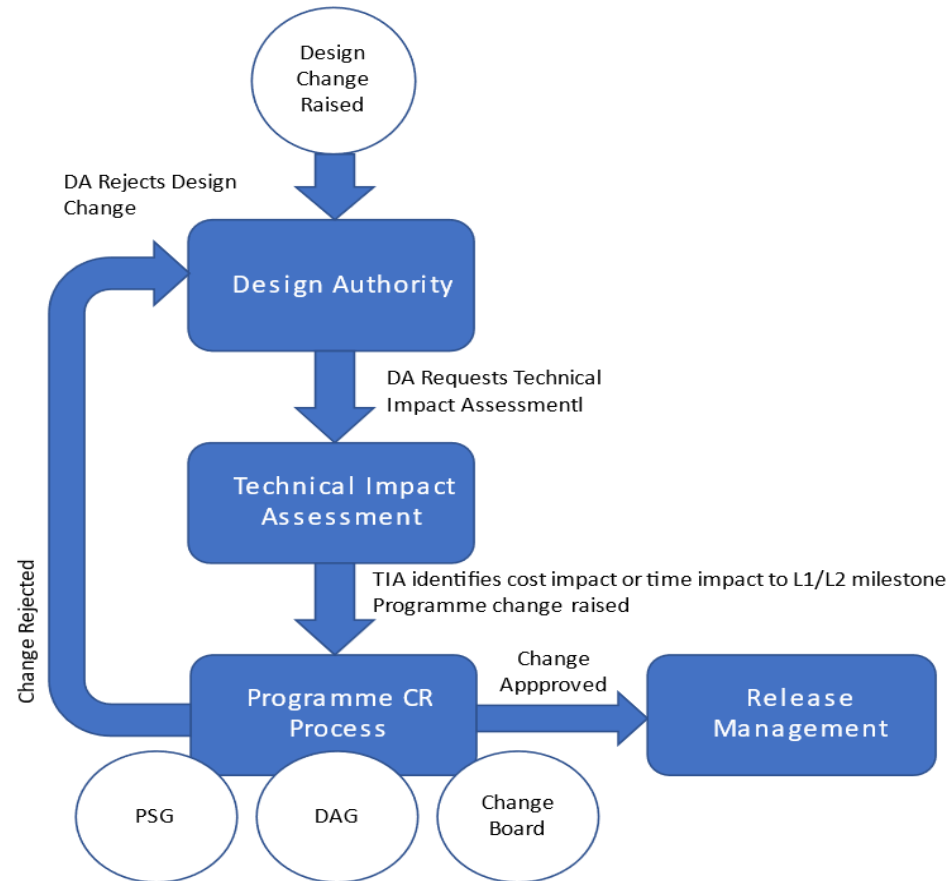
The illustration below provides a high-level overview of how design change will operate.

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

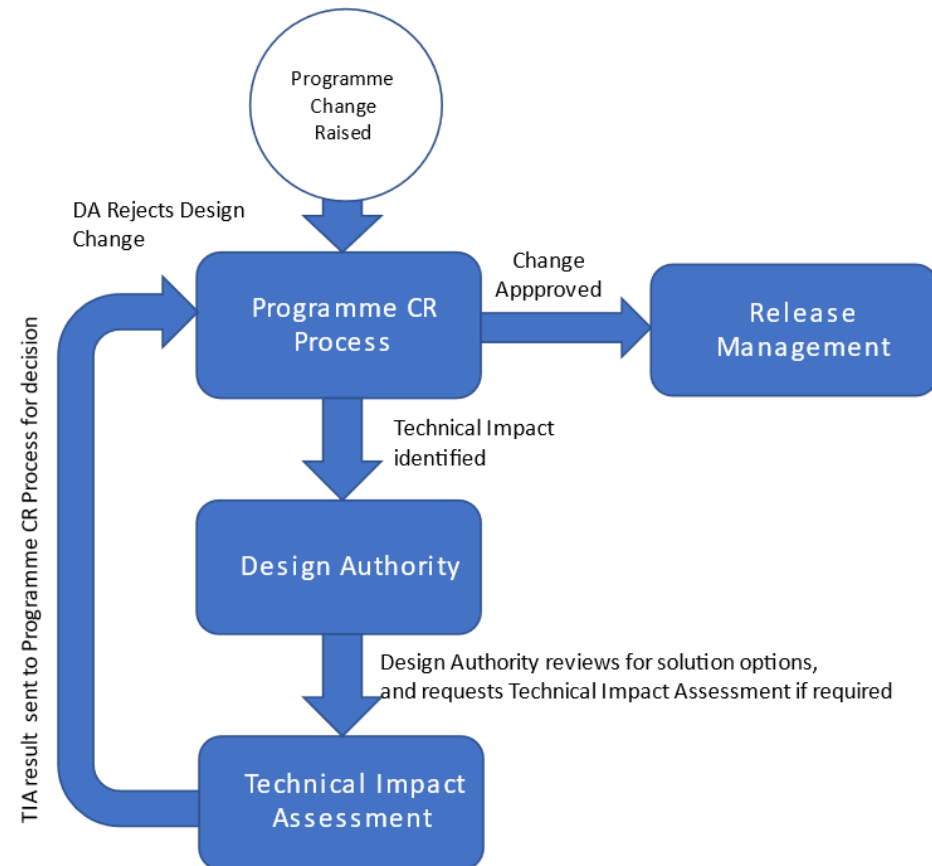


## Summary of the Relationship between Programme and Design Change

There are two scenarios where an Impact Assessment will work with programme governance. The first is if a design change request identifies impacts to time and cost. In this case the DA will consult with DAG and raise a programme change request to follow the programme CR process. The IA will be part of the submission of the CR, so effort is not duplicated, and the Programme Change Board and PSG will either approve or reject the request.



The second scenario is if a Programme Change Request is raised that impacts on the design. In this case the Programme CR process will raise a design change, which DA will review and look at solution options before requesting the Technical Impact Assessment. This Technical Impact Assessment will be returned to the CR process to decide whether to accept or reject the change.

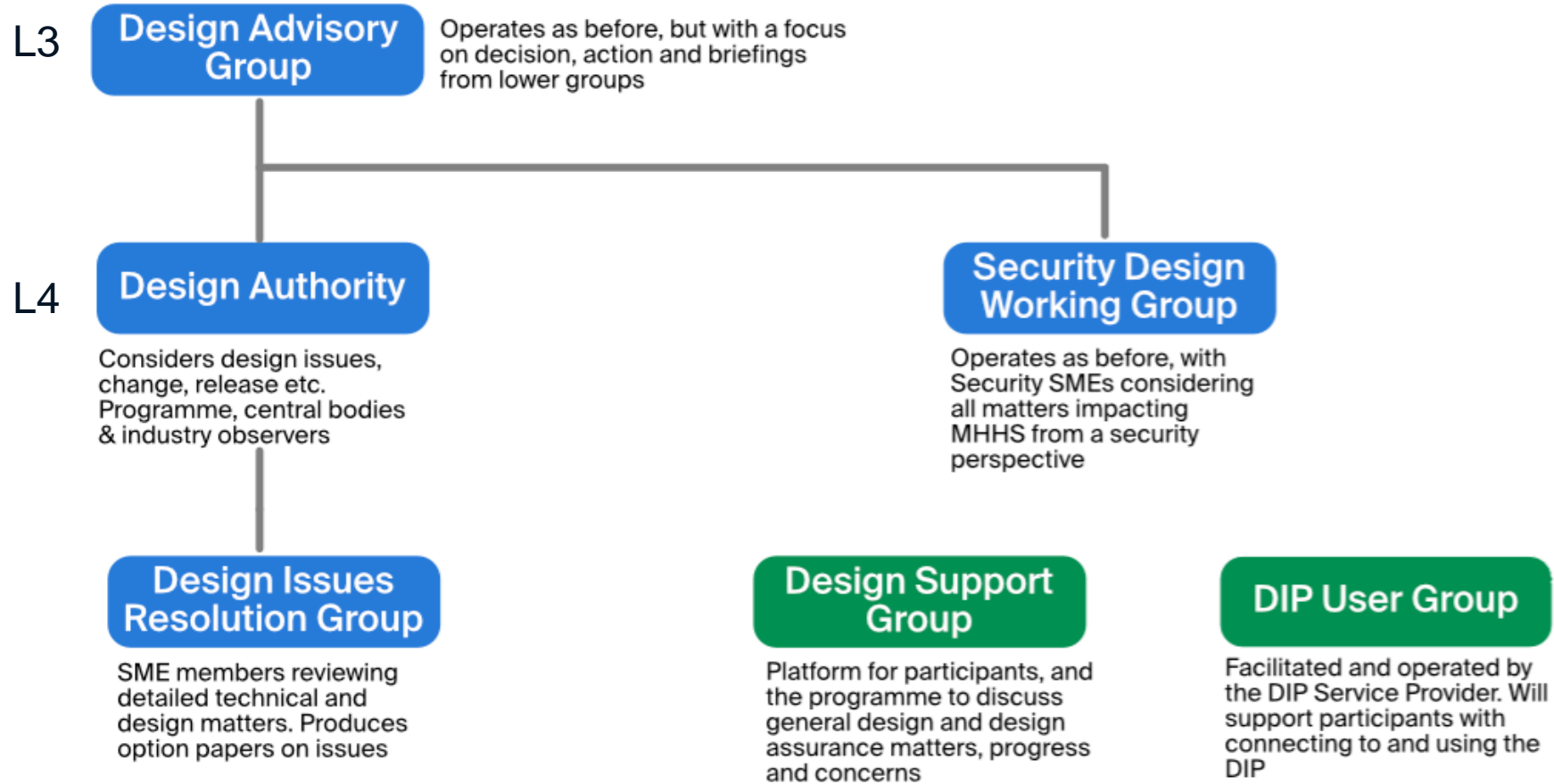


## Design Groups Governance Structure

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

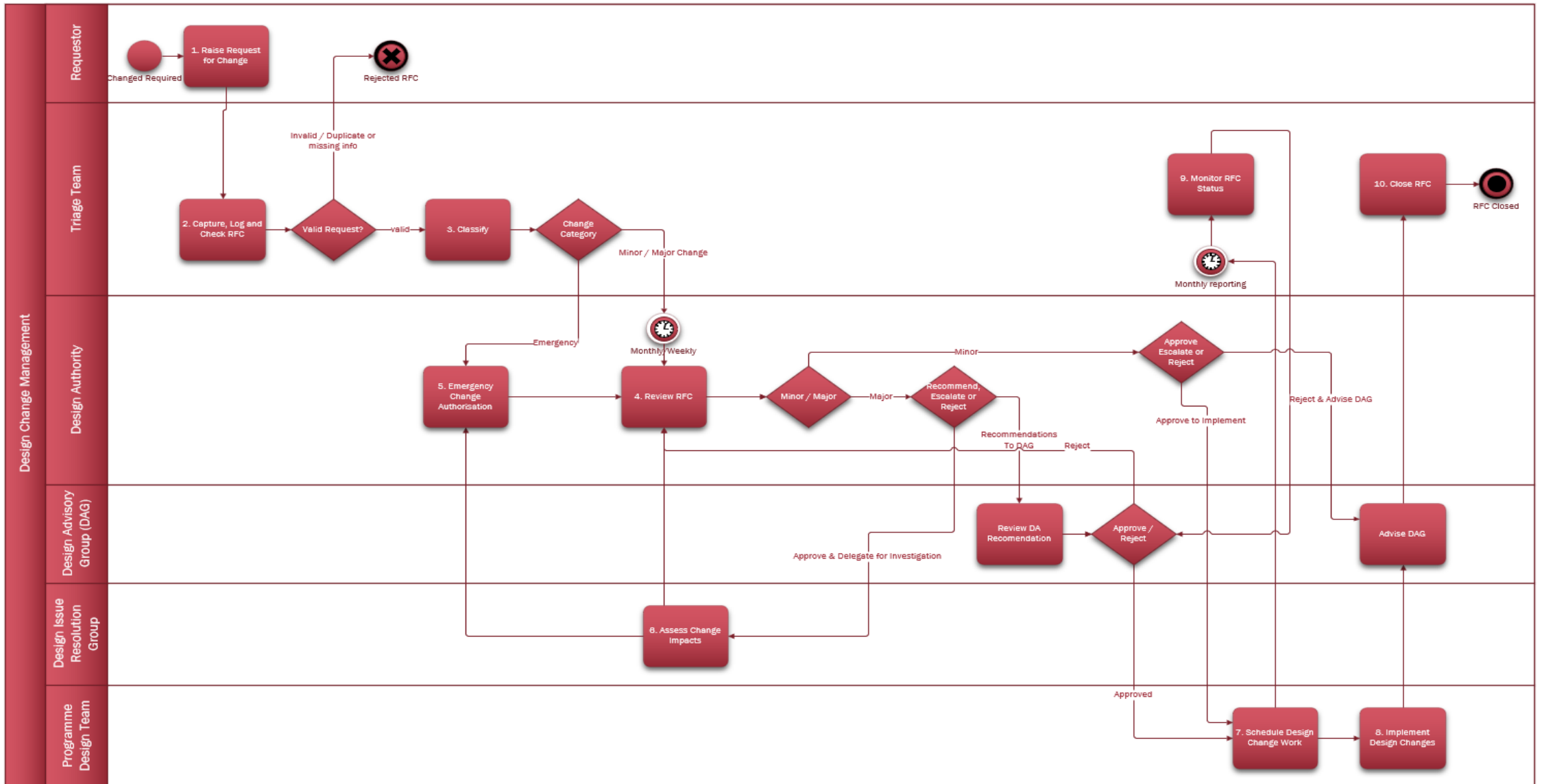
The proposed governance structure is shown below.

Terms of reference for the Design Authority have been produced and are presented here for DAG approval.



# Design Change Process Summary

Overview of the Design change process as defined in the process



## Design Authority Terms of Reference Summary

### Purpose of the Group

The DA role is to manage the MHHS Design Baseline by reviewing potential changes and developing prospective changes to the baselined Design Artefacts raised by Programme Participants following commencement of M5 baseline approval. The DA will provide system design advice on potential changes and will ensure Programme Participants are represented and relevant experts engaged in the assessment of design issues and in the development of prospective solutions.

### Group Members

Chair	Programme Design
Secretariat	PMO
Programme SME	Programme Design
Industry Representatives	DAG Appointed Constituency Members (Technical / Business SMEs)
Industry Observers	Ofgem / IPA

### Delegated Authority Relating to Minor Changes

The DA has delegated authority from the DAG to make decisions on minor changes, where there is unanimous agreement amongst the constituency representatives of the DA. Such changes include requests that simply require clarification of existing design, or administrative updates

### Definition of a Minor Change

A change that needs only a clarification back to the change party on how the design operates or fixes an administrative error such as a typo. These changes must be agreed unanimously, or they will be treated as a major change.

### Definition of a Major Change

Any change which is not a minor change, which will be referred back to the DAG for decision

### Meeting cycle and feedback

The DA will meet on a monthly basis initially

The DA will also provide feedback at the end of Q1 2023 on the effectiveness of the delegated authority.

DAG is invited to:

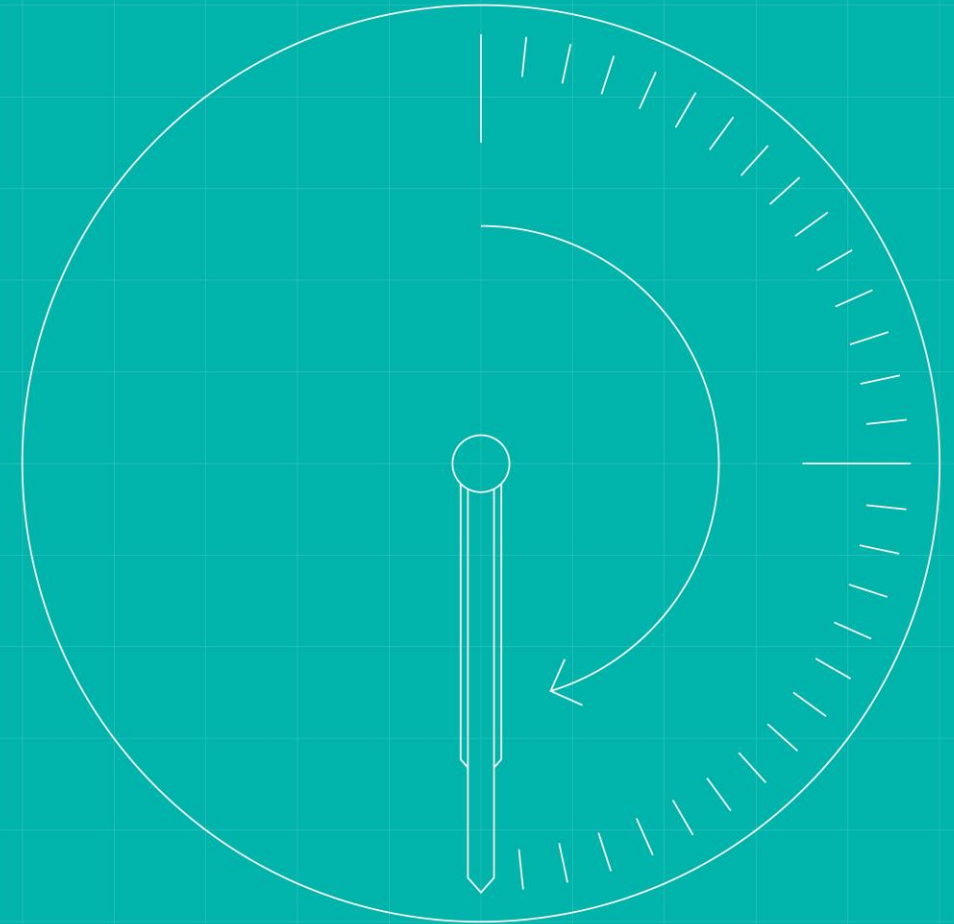
1. Approve the Design Change Process (MHHS-DEL744)
2. Approve the set-up of the Design Authority (DA) Sub-group
3. Approve the draft Terms of Reference (MHHS-DEL764) for the DA including delegated authority for Minor changes
4. Nominate members for the Design Authority by 21-Dec-22

# Summary and Next Steps

**INFORMATION:** Summarise key discussion, actions, and next steps

*Chair & Secretariat*

*5 mins*



## Next Steps

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- Confirm actions from meeting
- Confirm next steps
- Next DAG meeting: **11 January 2023 at 2pm**
- Next CCIAG meeting: **22 December 2022 at 10am**

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](mailto:PMO@mhhsprogramme.co.uk))