



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

Design Advisory Group #20

11 January 2023

Version 1.0

MHHS-DEL796

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 30 mins	3
3	Programme updates	Updates from other MHHS governance groups and wider Programme updates	Information	Programme (PMO)	10:20-10:20 5 mins	7
4	Post-M5 Design Change Management	Approve post-M5 enduring design change management procedure and Design Authority Terms of Reference	Decision	Programme (Design Assurance Team)	10:20-11:40 30 mins	9
5	CCIAG Updates	Approve the amended Consequential Change Impact Assessment Group (CCIAG) Terms of Reference and receive latest meeting updates	Decision	Programme (PMO)	10:40-10:50 10 mins	17
6	Work-Off Plan	Verbal updates on Work-Off Plan status	Information	Programme (Claire Silk & Warren Fulton)	10:50-11:00 15 mins	20
7	Summary and next steps	Summarise key discussions, actions, and next steps	Information	Chair & Secretariat	11:00-11:05 10 mins	21

Attachments

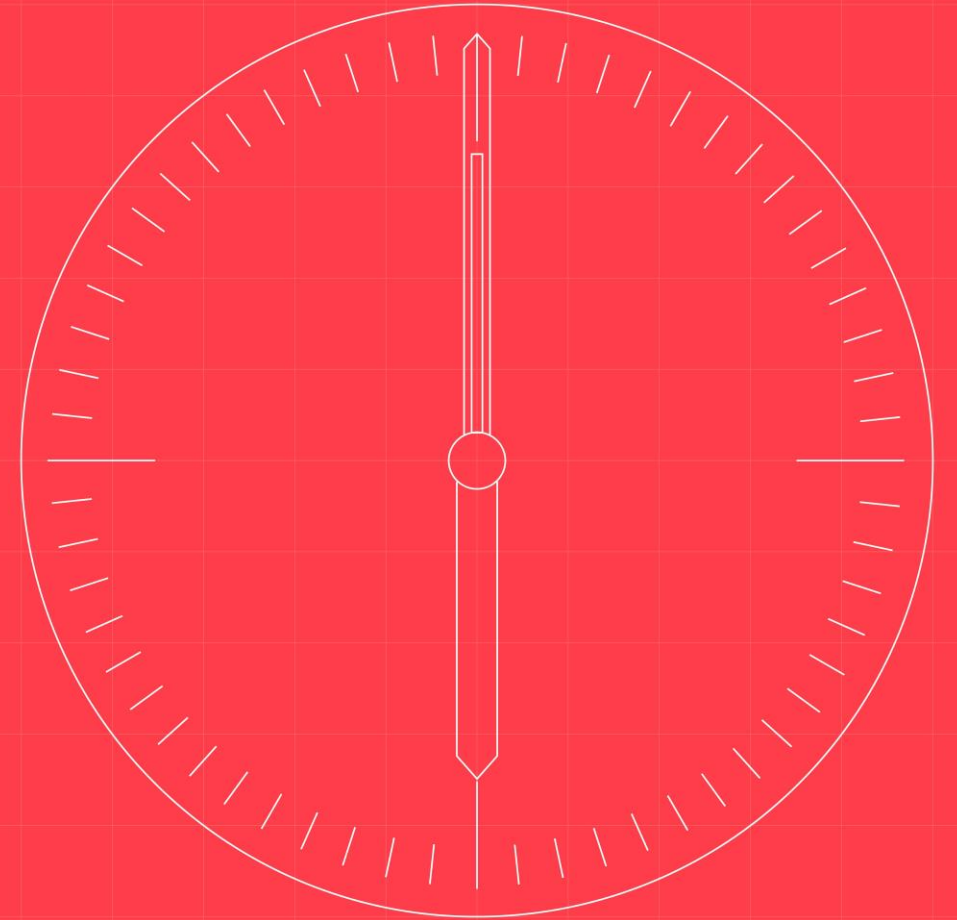
- Attachment 1 - DAG 14 December Minutes and Actions v1.1 (change marked)
- Attachment 2 - DAG 09 November 2022 Headline Report v1.1 (change marked)
- Attachment 3 - DAG 31 October Minutes and Actions v1.1 (change marked)
- Attachment 4 - Design Change Management Procedure v0.8
- Attachment 5 - Design Authority ToR v0.9
- Attachment 6 - CCIAG ToR v1.1 (change marked)

Minutes and Actions

DECISION: Approval of minutes and review of actions

Secretariat

30 mins



Minutes and Actions Review (1 of 3)

- Approve [Headline Report](#) and change marked Minutes of DAG held 14 December 2022 (see Attachment 1);
- Review/approve change marked Headline Report of DAG held 09 November 2022 (see Attachment 2);
- Review/approve change marked Minutes of DAG held 31 October 2022 (see Attachment 3).
- Review outstanding actions:

Ref	Date	Action	Owner	Due	Latest update
DAG13-09	28/07/2022	Confirm approach and timescales for performance assurance requirements work and share with the BSC and REC representatives ahead of the next meeting	TMAG 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 is to be rolled out after baseline.
DAG15-03	10/09/2022	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	ONGOING: Update to be provided in meeting.
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: DAG ToR to be reviewed at February 2023 DAG meeting.
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.
DAG17-11	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: Work-Off items have been addressed
DAG17-12	31/10/2022	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	RECOMMEND CLOSED: PPC Team Readiness Assessment Lead advised.
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.

Minutes and Actions Review (2 of 3)

Ref	Date	Action	Owner	Due	Latest update
DAG18-02	14/12/2022	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	14/12/2022	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 (design@mhhsprogramme.co.uk) 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	14/12/2022	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	14/12/2022	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	14/12/2022	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.
DAG19-01	14/12/2022	Programme to issue update on migration / transition activities and plan	Programme (Adrian Page)	11/01/2023	ONGOING: Update to be provided in meeting.
DAG19-02	14/12/2022	Ofgem to provide information on assumed half-hourly data opt-out rates	Ofgem (Jenny Boothe)	11/01/2023	ONGOING: Update to be provided in meeting.
DAG19-03	14/12/2022	Large Supplier Representative to provide availability for discussion with Programme on E7/E10 options, with view to reducing the number of options to support formal Impact Assessment via a Programme Change Request	Large Supplier Represent (Andrew Grace)	ASAP	ONGOING: Update to be provided in meeting.
DAG19-04	14/12/2022	Programme to ensure formal Programme Change Request is raised in relation to work-off item D-012 (E7/E10 differential settlement)	Programme (Design Team)	11/01/2023	ONGOING: Dialogue underway with prospective proposer of Change Request
DAG19-05	14/12/22	Programme to issue draft CR relating to D-013 (Registration Service Operating Hours) to DAG for review prior to formal submission	Programme (Design Team)	11/01/2023	ONGOING: Dialogue underway with prospective proposer of Change Request
DAG19-06	14/12/22	Programme SI Assurance Team to initiate mobilisation of Level 4 Design Authority	Programme (SI Design Assurance Team)	ASAP	RECOMMEND CLOSED: Mobilisation of DA underway. To be discussed under agenda item 5.
DAG19-07	14/12/22	DAG members to submit any comments on the draft Design Authority ToR v0.8 and Design Change Management Procedure v0.7	DAG members	03/01/2023	RECOMMEND CLOSED: To be discussed under agenda item 5.

Minutes and Actions Review (3 of 3)

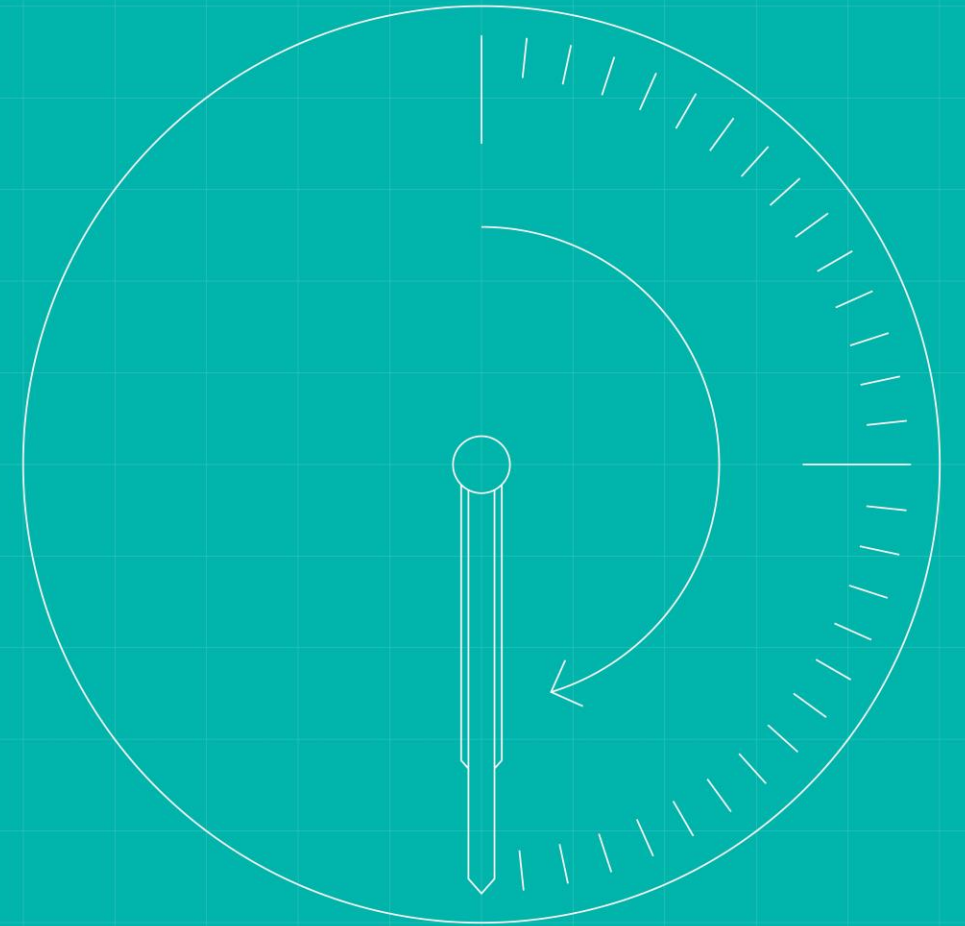
Ref	Date	Action	Owner	Due	Latest update
DAG19-08	14/12/2022	DAG members to put forward names for appointment to the prospective constituency seats at the Design Authority	DAG members	11/01/2023	ONGOING: To be discussed at January 2023 DAG under agenda item 5.
DAG19-09	14/12/2022	Programme to reissue Design Change Management Procedure following comments from DAG members	Programme (Design Assurance Team)	04/01/2023	RECOMMEND CLOSED: Updated procedure issued to DAG with December 2022 DAG Headline Report.
DAG19-10	14/12/2022	Chair to provide resolution to ACTION DAG15-03 relating to whether EES and MRPS are considered central system	Chair	ASAP	ONGOING: Update to be provide in meeting.

Programme Updates

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

Programme – PMO

5 mins



Programme Updates

Governance group updates

Programme Steering Group (PSG)

Update from PSG 07 December 2022

- Migration Options Decision** – The PSG decided to progress with Migration Option 3
- M3 Next Steps** – The PSG agreed updated M3 acceptance criteria and reviewed the engagement plan for parties who did not submit evidence in Readiness Assessment 2.
- M9 Update** – The Programme presented an update on the status and timelines for M9 (SIT start).
- Programme Replan** – The PSG approved an updated version of the Interim Plan. The PSG agreed to begin Round 3 of consultation on the programme plan.
- Change Control** – The PSG approved CR012 (increase in programme code draft scope) and agreed to raise CR013 (commercial impacts) to Impact Assessment.
- Control Point 1** – The Programme updated on the outputs of Control Point 1
- DIP Enduring Modification** – Elexon provided an overview of the modification delivery plan
- Design Progress** – The Programme provided an update on progress of the M5 Work-Off Plan and the migration design

PSG meeting content is available [here](#).

Testing and Migration Advisory Group (TMAG)

Update from TMAG 21 December 2022

- Migration update** – The Programme updated on Migration Approach and Migration Design activity following approval of Migration Option 3 by the PSG
- Programme replan** – The Programme provided an overview of relevant Test and Migration content in Round 3 of consultation on the Programme plan
- Qualification/pre-qualification** – the Programme update on activity at the Qualification and E2E Sandbox Working Group (QWG)
- Data Working Group update** – The Programme updated on activity relating to consumption data generator at the DWG
- SITWG update** – The Programme updated on activity at the SITWG. The TMAG approved the SITWG ToR

TMAG meeting content is available [here](#)

Design Advisory Group (DAG)

Updates from DAG 14 December 2022

- Work-Off Plan Updates** – The Programme updated on the M5 Work-Off Plan. Of the 70 work-off items, the majority had been resolved offline via clarifications and minor amendments. 30 items required deeper discussion and solutions had now agreed for 28 of these. Change marked Design Artefacts would be issued for assurance review, and an extraordinary DAG held 31 January 2023 to complete the M5 Work-Off Plan.
- Work-Off Items** – The Programme highlighted D-012 - E7/E10 Differential Settlement, and D-013 - Registration Service Operating Hours as work-off items which could not be resolved via the Work-Off Plan Subgroup. These items had reached an impasse owing to varying views. The items were escalated to DAG to consider next steps. The DAG did not feel able to make a decision and agreed that formal Programme Change Requests should be raised for full impact assessment.
- Post-M5 Design Change Management** – The Programme will commence mobilisation of a Design Authority.

DAG meeting content available [here](#)

Cross Code Advisory Group (CCAG)

Update from CCAG 21 December 2022

- Horizon Scanning** – Code Bodies updated against their relevant code modifications
- CR012 outcomes** – The CCAG discussed next steps for consequential change code drafting following approval of CR012 by the PSG
- Round 3 replan** – The Programme provided an overview of the code draft plan as per Round 3 of consultation on the Programme plan. The Programme highlighted how this had change since Round 2.
- Prototyping update** – RECCo provided an update on Sprint 2 of prototyping activity. A traceability matrix had been created to track design artefacts to the code drafting topic areas
- CCAG reporting** – The Programme gave provided a new monthly status update. Code drafting progress was on track as per the code draft plan
- CDWG update** – The Programme updated on activity at the December CDWG and the agenda items for January

CCAG meeting content is available [here](#)

Wider Programme updates

Round 3 Replan Consultation

Round 3 of **formal consultation on the updated draft of the MHHS Programme plan opened on Wednesday 14 December 2022**. Responses are due by **31 January 2023** with those participants interested in System Integration Testing (SIT) requested to respond by **16 January 2023**.

In this round, it is important that responses include Delivery Plans so the Programme can pass Milestone 3 (M3) unconditionally.

The Programme is holding Replan Playback sessions during January. Similar to Round 2, the sessions will be grouped around constituencies and will explain the Artefacts that have been provided, walk you through the plan itself, with time allocated for Q&A.

Design Artefact Assurance Review:

Change marked versions of the updated Design Artefacts on the m5 Design Work-Off Plan have been issued ahead of the Assurance review period which starts on Monday 9 January 2023. The purpose of the review is for the Working Group to provide assurance that the changes agreed as part of the Work-Off Plan are accurately reflected in the Design Artefacts.

The deadline for assurance comments is **Friday 13 January 2023** and an Assurance Meeting will be on **Wednesday 25 January 2023** to review any assurance comments and to confirm the recommendation to the Design Advisory Group (DAG) for approval

MHHS Programme Personnel Update:

From **1 December 2022**, **Chris Welby** stepped back from the SRO role. Chris continues to work closely with the Programme, lending his considerable knowledge and expertise. **Helen Tipton**, Elexon's newly appointed Director of Strategic Programmes, has taken on the SRO responsibilities. Helen has extensive experience in the energy sector and on major programmes extending across a broad range of subjects.

Other updates:

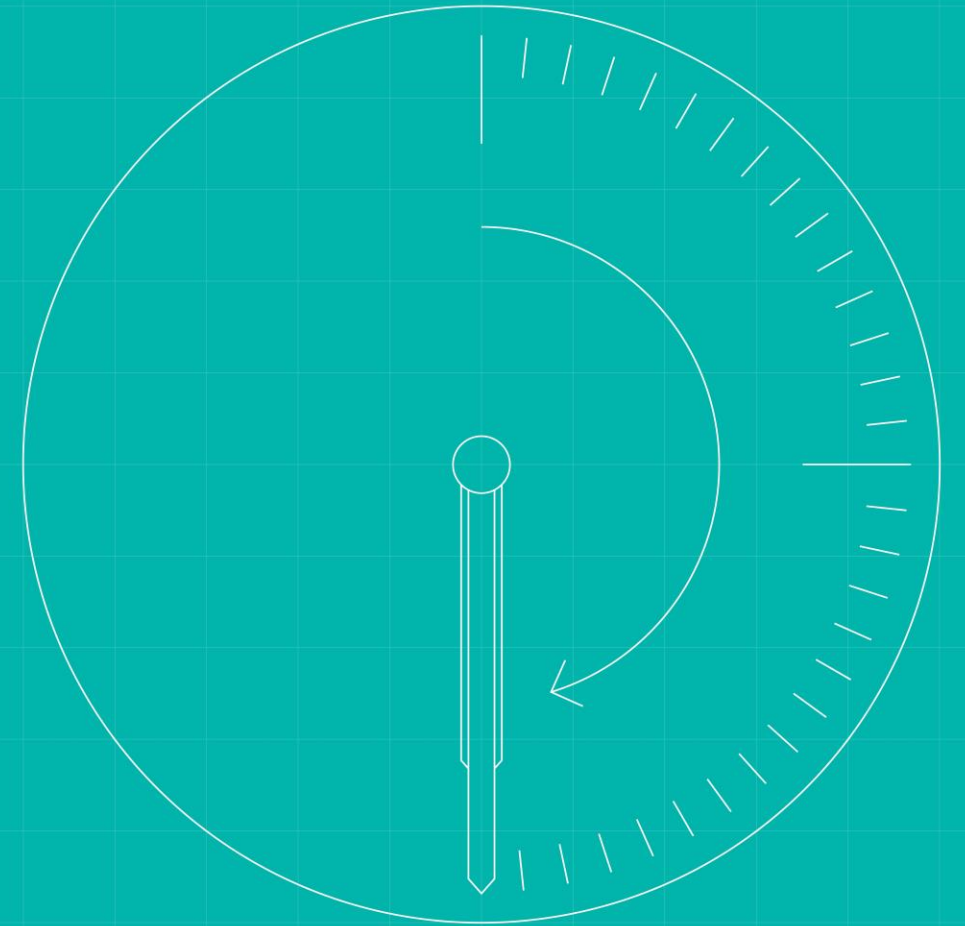
- Design Change Control and Engagement:** Following the approval of the Design Baseline, a new design change control procedure will be implemented. A webinar will be held 16 January 2023 to provide an overview. To sign up, please contact PPC@mhhsprogramme.co.uk.
- Migration Design Subgroup (MDSG)** mobilised

Post-M5 Design Change Management

DECISION: Approve post-M5 enduring design change management procedure and Design Authority Terms of Reference

Programme – Design Assurance Team

30 mins



At the DAG on 14 December 2022, members provided conditional approval to initiate the set-up of the Design Authority and were asked to provide appointees for constituency representative members by 11 January 2023

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

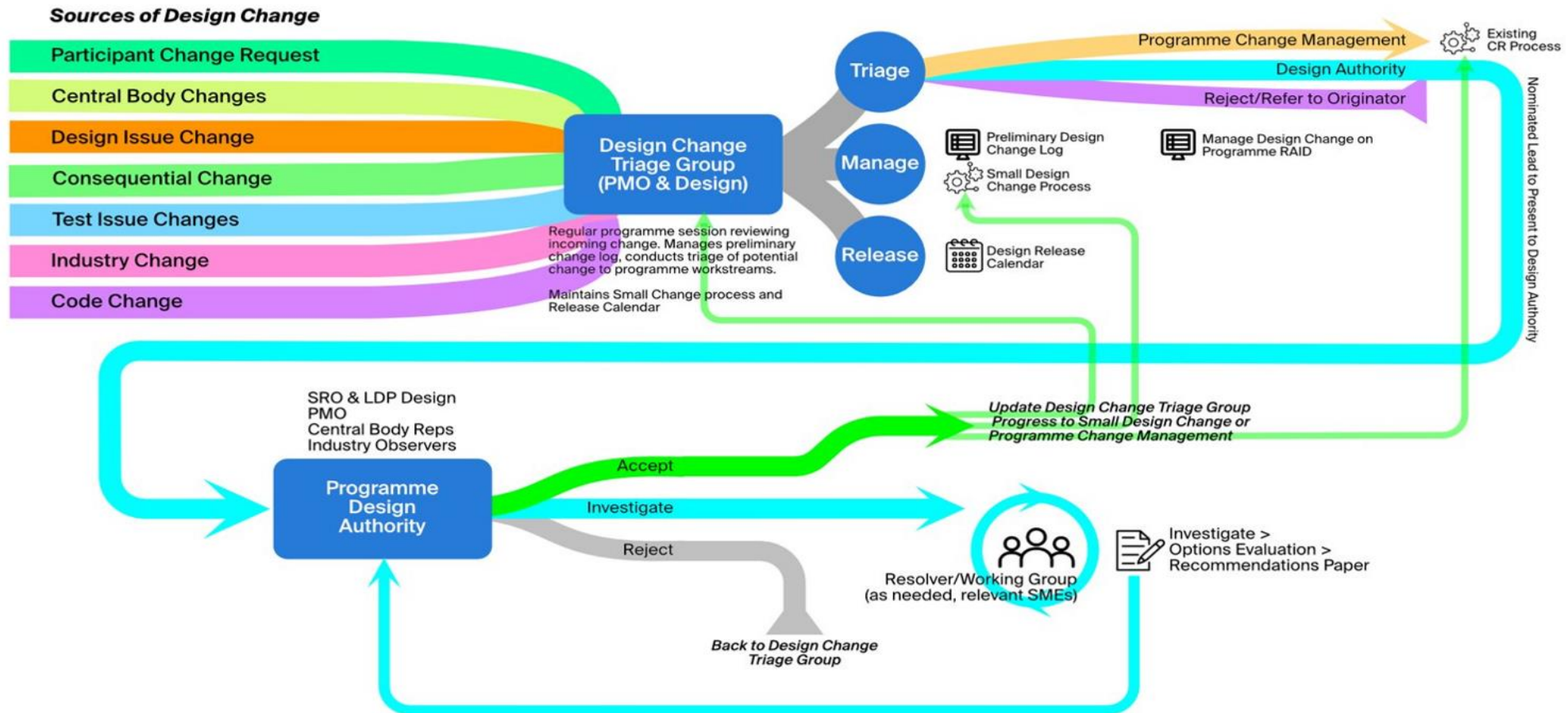
1. Approved the Design Change Management Procedure (MHHS-DEL744 – see **Attachment 3**)
2. Approved the set-up of the Design Authority (DA) reporting to DAG
3. Approved the draft Terms of Reference (MHHS-DEL762 – see **Attachment 4**) for the DA including delegated authority for minor changes
4. Submit DA constituency appointments

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.

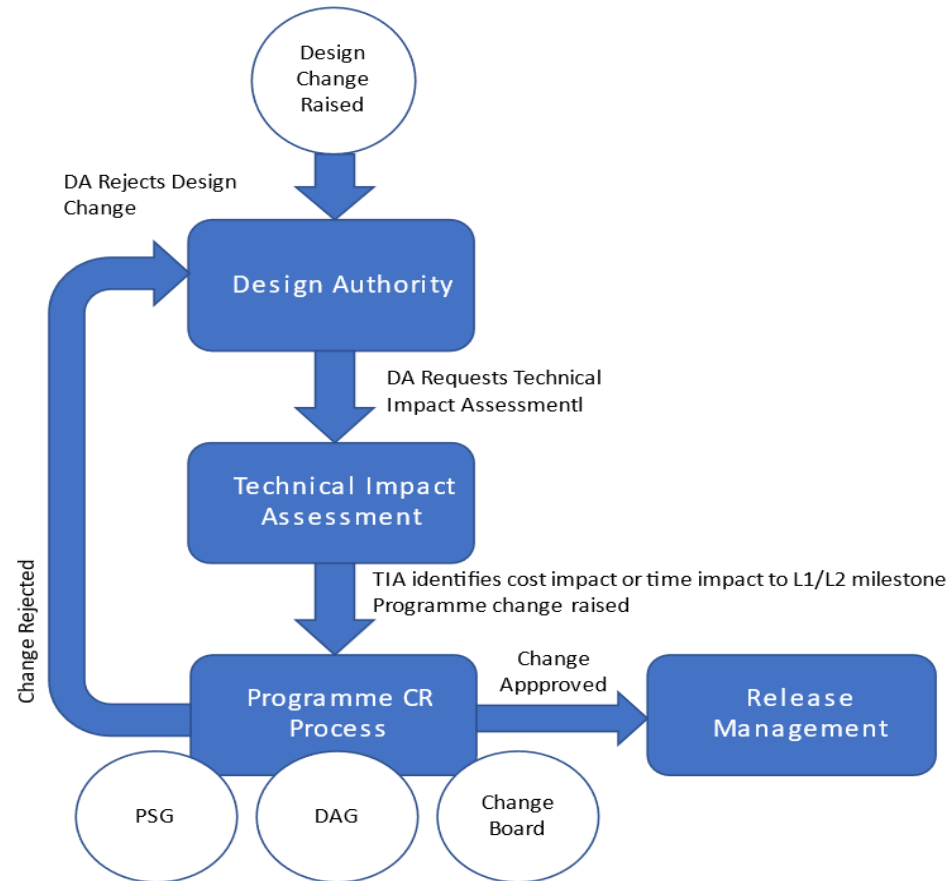
The illustration below provides a high-level overview of how design change will operate.

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.

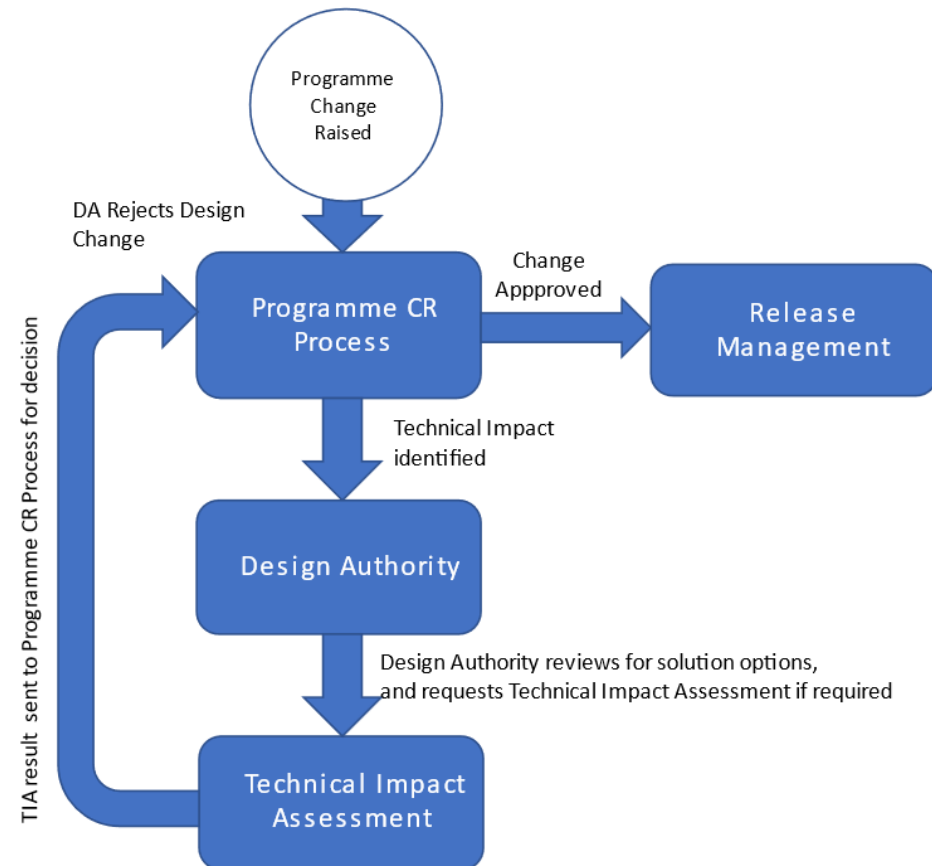


Summary of the Relationship between Programme and Design Change

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.

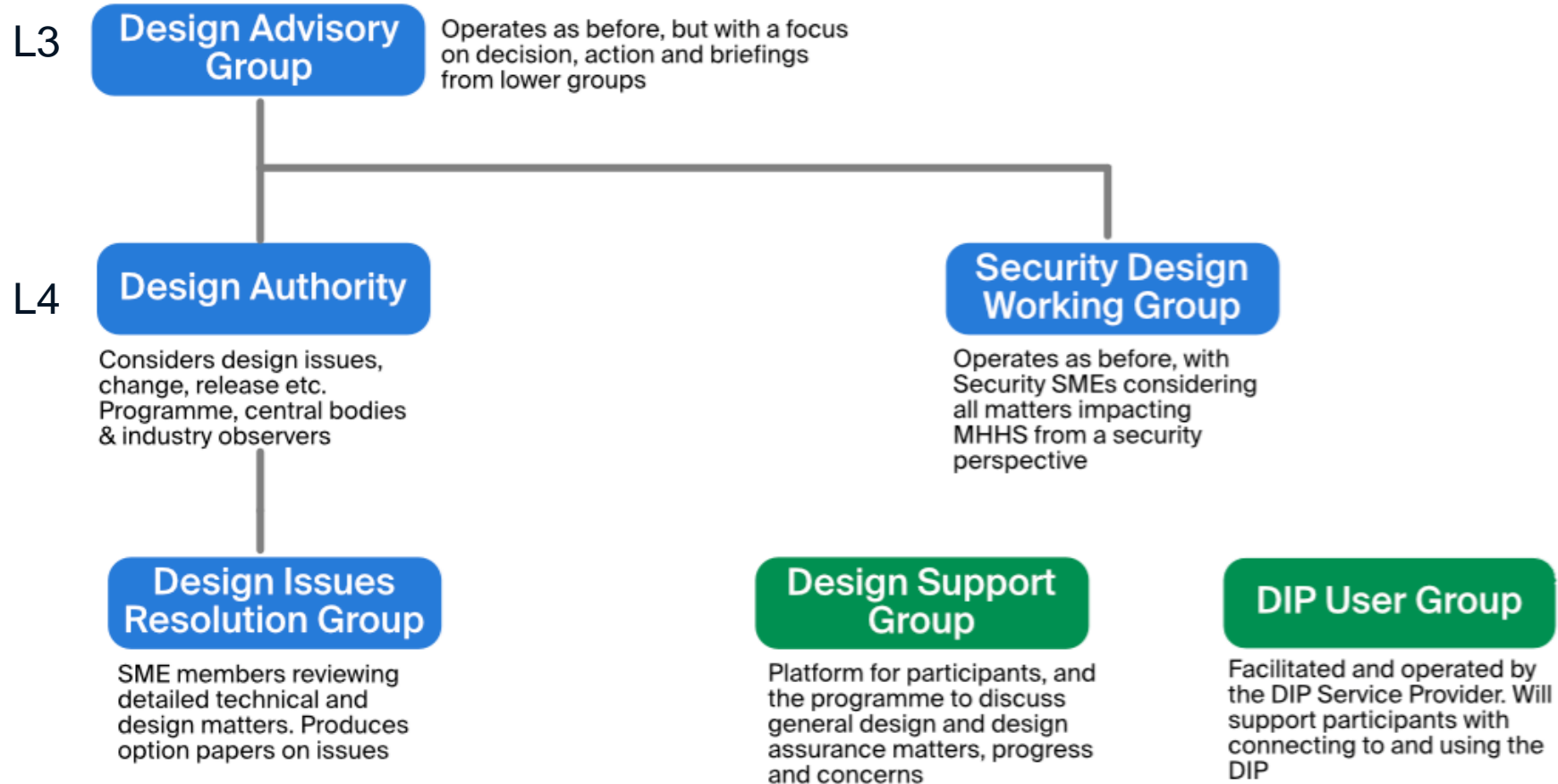


Design Groups Governance Structure

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 Group Meeting Cadence

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 Advisory Group	L3	Monthly	SRO	SRO	Business / Regulatory focused representation
Design Authority	L4	Monthly (or Fortnightly)	Programme Design or Architect	SI	Business / Technical Architectural focused representation from LDP, SRO, Central Bodies, Industry Reps
Design Issues Resolution Group	Subgroup	As requested by the Design Authority	Programme Design or Architect	SI	Open to all participants
Design Support Group	Subgroup	Monthly	Programme Design or Architect	SI	Open to all participants
SDWG	L4	Monthly	Programme Security SME	As before	Controlled security attendees, SRO, LDP
DIP User Group	Subgroup	TBC	DIP SP or SRO DIP lead	DIP SP	Open to all participants

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

Definition of a Minor Change

An issue that needs only a clarification back on how the design operates or fixes an administrative error such as a typo and has no material impact on any participant other than improving the clarity of design.

Definition of a Major Change

Any change which is not a minor change. Such changes will be discussed at a Design Issue Resolution sub-working group with a recommendation going back to DA and subsequently DAG for approval.

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. These changes will be notified to all participants in advance of the meeting where they are to be discussed and must be agreed unanimously by the constituency reps, or they will be treated as a major change.

Meeting cycle and feedback

The DA will initially meet monthly

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

DAG is invited to:

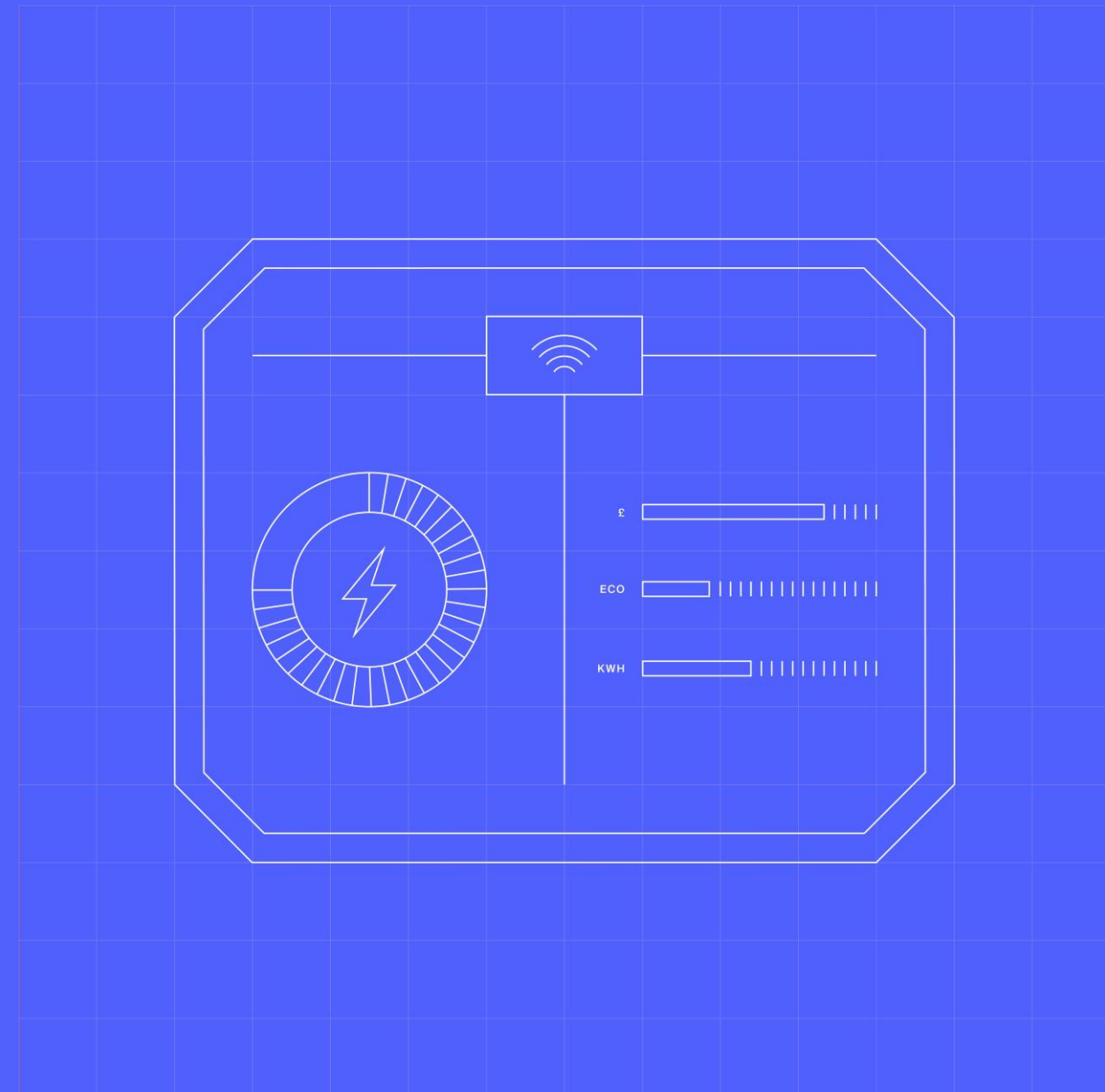
1. Approve the Design Change Management Procedure (MHHS-DEL744)
2. Approve the set-up of the Design Authority (DA) Sub-group (first meeting 26 January 2023)
3. Approve the draft Terms of Reference (MHHS-DEL762) for the DA including delegated authority for Minor changes
4. Submit DA constituency appointments

CCIAG Update

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

Secretariat

5 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:

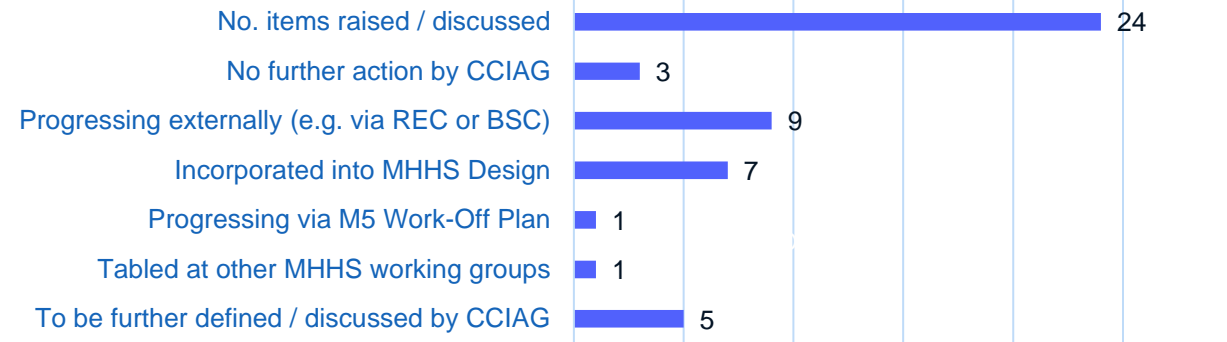
Consequential change may include 'industry-level' consequential change delivered outside of the MHHS Programme, but to which all parties must align, and it may include 'individual party' changes which, for example, affect the systems or processes of individual Programme Participants.

See **Attachment 5** for a change marked version of the CCIAG ToR.

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.

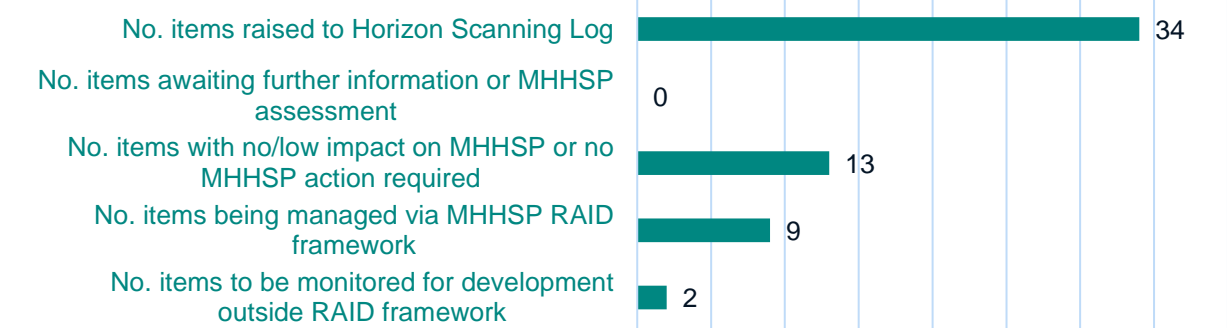
Magnitude of items

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:

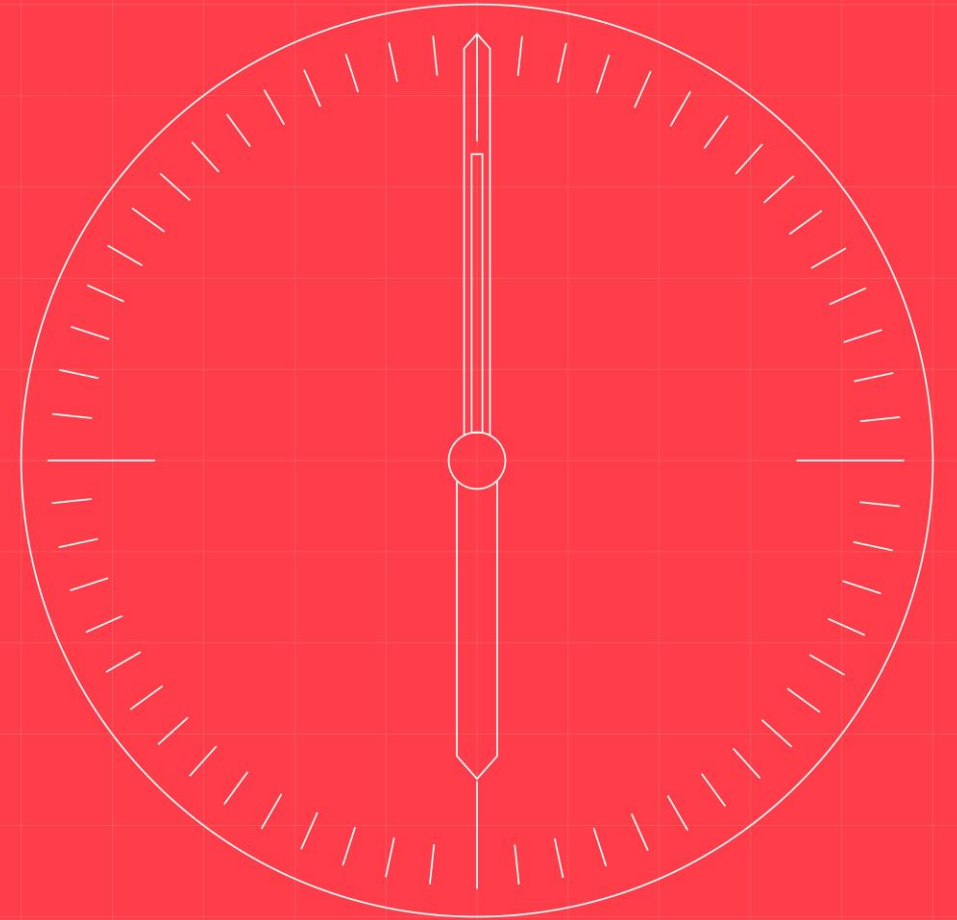
- **SEC MP162** (R0011, R0083, R0113, R0115, R0116, R051, R0182, R0191, D0076, D0077)
- **BSC CP1558** (R0200, D0068) • **REC R0032** (D0068, D0069) • **REC R0044** (D0055)

Work-Off Plan Updates

INFORMATION: Verbal updates on Work-Off Plan status

Programme – Design Team

15 mins

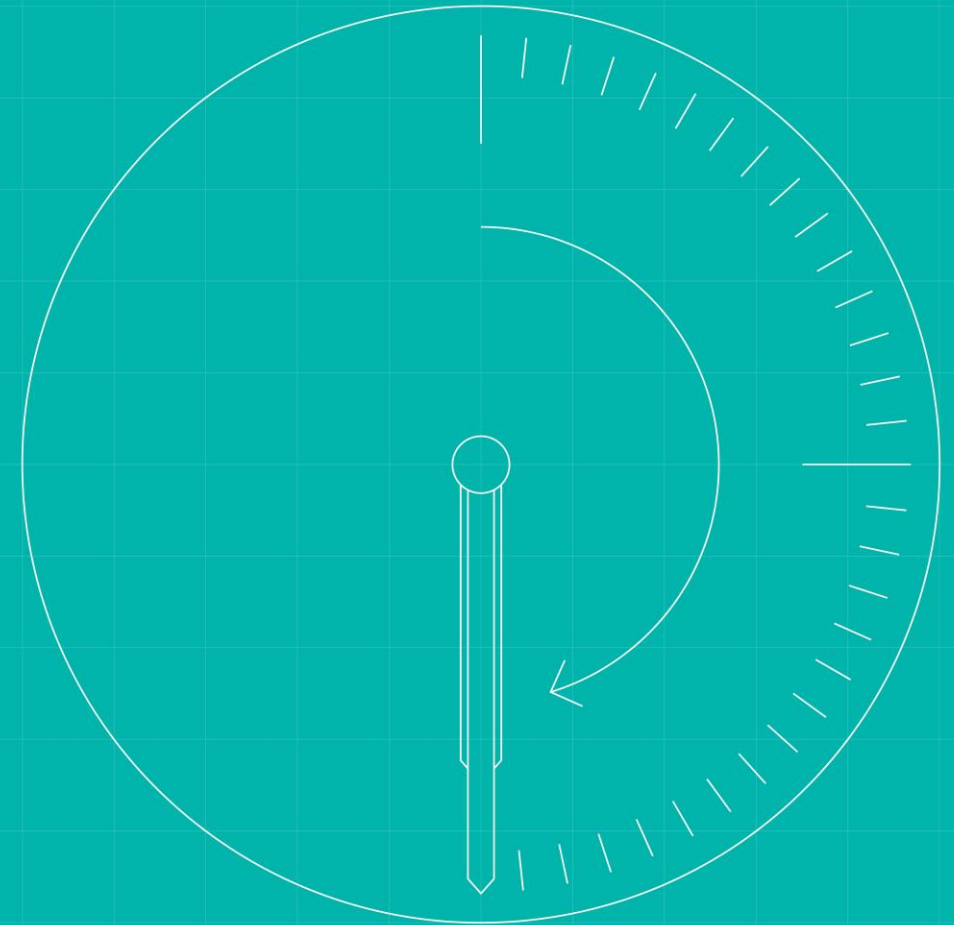


Summary and next steps

INFORMATION: Summarise key discussions, actions, and next steps

Chair & Secretariat

10 mins



Summary and Next Steps

Next steps:

- Confirm actions and decisions from meeting
- Next DAG meeting: **08 February 2022 10am**
- Next CCIAG meeting: **26 January 2022 10am**

DAG agenda roadmap:

Meeting dates	11-Jan	08-Feb	08-Mar	05-Apr
Relevant milestones or activities	Work-Off Plan	Design baseline management	Design baseline management	Design baseline management
Agenda items	<ul style="list-style-type: none"> • Work-Off Plan Updates and decisions • Design changes for approval 	<ul style="list-style-type: none"> • Design changes for approval • DAG ToR review • Migration design updates 	<ul style="list-style-type: none"> • Design changes for approval • Migration design updates 	<ul style="list-style-type: none"> • Design changes for approval
Standing items	<ul style="list-style-type: none"> • Minutes and actions • Programme updates • CCIAG updates • Summary and next steps 	<ul style="list-style-type: none"> • Minutes and actions • Programme updates • CCIAG updates • Summary and next steps 	<ul style="list-style-type: none"> • Minutes and actions • Programme updates • CCIAG updates • Summary and next steps 	<ul style="list-style-type: none"> • Minutes and actions • Programme updates • CCIAG updates • Summary and next steps

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)