

MHHS Programme Steering Group (PSG) Minutes and Actions

Issue date: 05/05/2023

Meeting Number	PSG 020	Venue	Virtual – MS Teams
Date and Time	03 May 2023 1000-1100	Classification	Public

Attendees

Chair

Helen Tipton (HT) MHHS SRO

Industry Representatives

Andrew Campbell (AC)	Small Supplier Representative
Caroline Farquhar (CF)	Consumer Representative
Chris Price (CP)	DNO Representative
Deborah Woods-Malone (DWM)	DCC Representative
Gareth Evans (GE)	I&C Supplier Representative
Graham Wood (GW)	Large Supplier Representative
Jenny Rawlinson (JR)	iDNO Representative
Jonathan Hawkins	RECCo Representative
Karen Thompson-Lilley (KTL)	National Grid ESO
Lewis Robertson (LR)	Elexon Representative (Central Systems Provider)
Paul Akrill (PA)	Supplier Agent Representative
Vladimir Black (VB)	Medium Supplier Representative

MHHS IM

Adrian Page (AP)	SI Lead
Andrew Margan (AM)	Code Lead
Chris Welby (CW)	Industry SME
Fraser Mathieson (FM)	PMO Governance Lead
Giles Clayden (GC)	Deputy Programme Manager
Jason Brogden (JBr)	Industry SME
Keith Clark (KC)	Programme Manager

Other Attendees

Andy MacFaul (AMF)	Ofgem
Dave Gandee (DG)	IPA
Jenny Boothe (JBo)	Ofgem
Melissa Giordano (MG)	Ofgem
Richard Shilton (RS)	IPA

Actions

Area	Ref	Action	Owner	Due	Latest Update
FTIG Update and SIT Outlook	PSG20-01	Programme to issue communication to provide clarity on SIT timelines and other key requirements	Programme (Adrian Page)	08/06/23	
	PSG20-02	PSG Constituency Representatives to encourage constituents to request bilateral discussion with Programme on SIT planning (e.g. to discuss systems, processes, practicalities of testing and qualification, operation of placing reliance policy, etc)	PSG Constituency Representatives	08/06/23	
Previous Meeting(s)	PSG15-01	Progress work on customer segments in migration at the Migration Design Subgroup (MDSG)	Programme (Jason Brogden)	08/06/23	In discussion via the Migration Working Group (MWG). This action will remain open until there is a conclusion.
	PSG17-03	Discuss at DAG if the DIP design could result in changes to the MHHS core design, and if so, the likely timelines for changes to the core design to be delivered	Programme	01/03/23	A risk has been raised to the RAID log. The risk is currently low scoring. Implications of the DIP design on the core MHHS design will be discussed at DAG once the DIP design is available (this action will remain open until that point)
	PSG17-05	Review the post-implementation approach to Benefits Realisation and how Benefits Realisation will be handed over to Ofgem at M16	Programme (Jason Brogden)	To be reviewed at CP2	To remain open and be aligned to Control Point 2
	PSG18-05	Look into the assurance process for LDSOs for the accuracy of data for DUoS billing	Jason Brogden	05/07/23	Programme progressing a statement on assurance to share with LDSOs and Elexon Helix
	PSG18-06	Progress implementation of CR015 Option A via the Design Authority (DA)	Programme PMO	05/07/23	Implementation in progress. Updates will be provided to PSG as the approving body and via the Design change process

Area	Ref	Action	Owner	Due	Latest Update
	PSG18-09	Provide 23/24 budgets in PSG central party finance dashboards	Programme and Central Parties	05/04/23	23/24 budgets from Helix, RECCo and the MHHS Programme are available in the dashboard. DCC budget is TBC
	PSG19-02	Share comms to clarify the dependency for participants on DCC June 2023 release in order for participants to be ready for SIT	Programme (Jason Brogden)	08/06/23	
	PSG19-08	Review risks and mitigations related to the Smart Metering Programme Implementation to ensure relevant risks and implications of legacy meters are appropriately quantified and managed	Programme (Jason Brogden) DCC Representative (Deborah Woods-Malone)	08/06/23	Risk and dependency already in RAID log. Follow-up session scheduled

Decisions

Area	Ref	Decision
Minutes	PSG-DEC47	The PSG approved the minutes of the PSG meeting held 05 April 2023

Minutes

1. Welcome

HT welcomed all to the meeting and introduced the agenda

2. Minutes and Actions Review

The PSG approved the minutes of the last meeting with no amendments.

DECISION PSG-DEC47: The PSG approved the minutes of the PSG meeting held 05 April 2023

The Chair provided updates on the open actions as per the meeting slides. Additional updates are provided below.

PSG15-01: Complex sites and shared SVA arrangements are provisionally excluded from reverse migration. Action retained until confirmed. Action ongoing.

PSG17-03: Relevant Data Integration Platform (DIP) documents will be issued for DAG review at the June DAG meeting. It was agreed the due of this action would be moved accordingly. Action ongoing.

PSG18-06: Approved Programme Change Request (CR) 015 will be implemented as part of Interim Release 2 in July 2023. Action ongoing.

PSG18-09: The group noted the DCC budget for 2023/24 is still be shared. Action ongoing.

PSG19-08: The risks/implications of legacy meters were discussed between the Programme, DCC, and Helix, and resultant actions are ongoing. The Programme intend to include this action in the scoping exercise under CR013 (*Determining scope of Examination of Settlement Impacts resulting from MHHS Programme*).

3. Sponsor update

MG advised the Department of Energy place huge value on MHHS and noted the links with smart metering. Ofgem are keen to see that the minimum viable cohort (MVC) for SIT is met. A sponsor group meeting will be held in the coming weeks where MHHS progress will be discussed, with a focus on when benefits will be realised.

4. Programme Replan Update

GC provided an update on the outcomes of the CR022 (*MHHS Programme Replan*) consultation, advising 50 responses were received from across industry constituencies. GC noted this was fewer responses than to the Round 3 Replan consultation and advised this is being explored during bilateral meetings with participants. CR022 is fairly aligned to the Round 3 Replan consultation, which may explain the lower response rate this time.

GC highlighted just one response was received from Small Suppliers, but overall, there had been a positive uptake and response rate. 90% of responses agreed with the overall position of CR022; 75% agreed with the impact statements provided within the CR; 90% agreed with the benefits statements. GC advised this represented a strong and compelling message on the prospective agreement of CR022.

GC advised an extraordinary PSG would be held on 12 May 2023, where additional information on the consultation responses would be provided and decisions taken on approval of CR022 and a recommendation to Ofgem regarding changes to the dates of Level 1 Programme milestones.

JBo advised Ofgem's remit in relation to the decision related solely to the movement of Level 1 Programme milestones, with PSG responsible for the approval of any other changes to the Programme Plan. As such, there are effectively two aspects to the approval of CR022 and the Programme will outline these at the extraordinary PSG on 12 May 2023.

JH queried whether the collateral to be issued for the extraordinary PSG will contain any amendments to the draft Programme Plan arising from the consultation which are below the Level 1 milestones. GC advised PSG will be asked to approve CR022 on 12 May 2023, and the final revised plan will be issued with the papers for the 08 June 2023 PSG meeting. KC advised no substantive changes were anticipated to occur, but these would be headlined on 08 June 2023 if so. The revised plan will then be baselined at the June PSG and come into effect, subject to approval of CR022 and agreement from Ofgem regarding changes to Level 1 milestones.

The Chair noted the usual PSG pre-meeting webinar would not be held for the PSG meeting to be held 12 May 2023, owing to this being an extraordinary meeting.

5. FTIG Update and SIT Outlook

FTIG Update

KC advised two Fast Track Implementation Group (FTIG) meetings have now been held. A reminder was provided on the purpose of the group, which is to draw together SIT volunteers and Core Capability providers to focus on unlocking obstacles to the progression of Systems Integration Testing (SIT). FTIG is a non-governance meeting, which reports to the PSG. Where governance questions arise, these will be cycled through a relevant governance group (e.g. the Testing and Migration Advisory Group (TMAG) or the Design Advisory Group (DAG)).

KC provided a summary of the first two FTIG meetings, noting the first meeting focussed on mobilisation of the group and the second meeting resulted in discussions on how to unblock obstacles to SIT. The main discussion topics centred around whether participants felt they had enough time to prepare ahead of SIT. The PSG were advised a deadline for confirmation of participation in SIT of 23 May 2023 has been set. The Programme welcomes bilateral discussions with any participants who are interested in SIT participation but have not yet confirmed.

GW provided feedback on FTIG from the Large Supplier Constituency advising the group is useful and has value and there was a belief activities to unblock obstacles will progress in time as the meeting further mobilises. GW queried how FTIG would review/manage the key risks on the pathway to M9 (SIT Start), and how the Programme would avoid duplicating discussions whilst ensuring discussions occur at the right junctures. KC advised FTIG reports to the PSG, and issues/decisions would be raised there where appropriate. Any discussions required on matters relating to delivery decisions or development would be raised at the relevant MHHS governance group. For example, SIT phasing proposals would be raised to the SIT Working Group (SITWG). KC summarised that FTIG is looking more at the 'what' rather than the 'how', and the group will continue to look more closely at potential SIT blockers.

GW asked how groups such as PSG will monitor/manage activities required up to M9. KC advised the monitoring of these activities will be undertaken via the SIT dashboard, which will be provided to PSG and FTIG. The FTIG is a fortnightly meeting, and as such, the SIT dashboard will be refreshed every two weeks. The Programme will continue to seek to resolve issues quickly as they arise.

CP asked whether FTIG outputs may impact all participants in terms of qualification, placing reliance, or decisions to join testing later, and whether FTIG discussion materials will be published to all participants, or included in the PSG papers. KC confirmed the SIT dashboard will be issued to every PSG and if any particular matters need to be raised to the PSG, these will be placed as an agenda item. The Programme will continue to review whether the SIT dashboard provides

what parties need. CP expressed some uncertainty over why parties cannot view the FTIG inputs and outputs and whether the SIT dashboard will provide the right level of detail. KC advised consideration would be given to including a second page to the SIT dashboard with key FTIG discussion points. The Chair noted the potential for outcomes of FTIG discussion to affect Programme activities, but noted Programme's delivery focus means FTIG needs to be effective in terms of speed and efficiency, and any learnings from FTIG may point to other programme areas.

SIT Outlook

AP provided an overview of the activities required by Programme Participants ahead of SIT Component Integration Testing (SIT CIT). Following SIT CIT, SIT functional testing will commence, and, in summer 2024 SIT migration, SIT non-functional, and SIT operational testing will commence.

AP advised the key parties for Day One SIT activities are Elexon (Helix) and the DIP. The Programme is working closely with both parties to manage any blockers and FTIG is assisting this. Bilaterals have been held with St Clements Services and a delivery plan put in place.

With regard to SIT volunteers, AP advised the Minimum Viable Cohort (MVC) had now been established, but noted the risk that volunteers could drop out. AP provided information on the Placing Reliance Policy, and how parties can use this. The deadline for confirmation of voluntary participation in SIT is 23 May 2023, however the Programme wish to engage with any parties who feel unable to at this point to commit to participation in SIT and will offer bilateral discussions to aid understanding over participation.

GW expressed concern over the linkage between placing reliance processes and Large Suppliers' ability to confirm whether they can participate in SIT by the deadline. GW noted all Large Suppliers wish to participate. GW highlighted the cancellation of the May SITWG and the potential gap this left until the June meeting for this useful group. GW also expressed concern over the timelines for publication for testing scenarios. AP acknowledged the May SITWG was stood down, but advised bilateral meetings were being held with certain participants and FTIG members on 04 May 2023 on entry to CIT and the phasing of participant entry to SIT stages. Following these discussions, a decision will be made on whether the June SITWG meeting is required. AP also advised the CIT testing scenarios were published at the end of April 2023, and the SIT functional scenarios are due to be issued imminently.

GE advised of concerns within the I&C Supplier Constituency over what SIT testing will actually entail, and when activities will be required. A potential blocker identified is the clarity of timelines on what parties are expected to do during SIT. The Programme took an action to provide clarity on SIT timelines and other key requirements.

ACTION PSG20-01: Programme to issue communication to provide clarity on SIT timelines and other key requirements

The Chair noted the deadline for confirmation of participation in SIT is required to provide certainty for planning and testing activities, however there may be scope for inclusion in SIT beyond this date, and the Programme welcomes engagement from parties over any blockers they may be experiencing.

AC advised the Small Supplier Constituency were not confident that third parties would be allowed to participate in testing and this potentially impacts the number of SIT volunteers and operation of the Placing Reliance Policy. JBr expressed surprise over this lack of confidence, noting the positive and collaborative bilateral discussions held between the Programme and certain third-party service providers around how placing reliance and testing would operate, what this means for individual services, and the relatively comprehensive analysis provided on what third parties may do in SIT and the implications for licenced parties.

JBr highlighted positive discussions with iDNOs, as licenced parties, where commitment was expressed to undertaking analysis and providing proposals on systems, processes, intentions for testing, and how this might apply to different customers going through SIT. It was suggested that similar collaborative sessions should be held with Suppliers, DNOs, and managed service providers. The Placing Reliance Policy allows third parties to qualify on behalf of Suppliers and Software Providers, and JR noted it had been helpful for iDNOs to discuss this with the Programme and endorse what their third-party providers were proposing. JR encouraged other constituents to seek similar bilateral discussions. GW agreed this would be helpful, noting the tight timeframe before the deadline. An action was taken by the Programme to progress discussions with participants on placing reliance and an action was placed on and PSG constituency representatives to encourage their constituents to request bilateral discussions with the Programme on SIT planning.

ACTION PSG20-02: Programme to issue communication to provide clarity on SIT timelines and other key requirements

ACTION PSG20-03: Programme to issue communication to provide clarity on SIT timelines and other key requirements

POST MEETING UPDATE: The Programme have published an article in The Clock and on the MHHS website encouraging participants to “*Talk to us about ‘Placing Reliance’ for Systems Integration Testing (SIT) and Qualification*”.

CP queried systems which may be partly in scope/out of scope for SIT, such as UMSO, and how visibility is provided. JBr advised the Placing Reliance Policy provides an opportunity for parties to not have to duplicate testing. The onus is on parties who use common software providers to provide a plan for placing reliance and encourage PSG constituency representatives to discuss the commonality of software providers with service providers and encourage engagement with the Programme where certainty is required. This will help to save industry time and effort on testing by utilising the Placing Replace Policy.

Finally, AP highlighted the data cut as a current key activity to support SIT. The data cut date will be moved as part of the Programme replan to the end of August 2023. The Programme are also working with parties on the impacts of the recent migration decision on the sending of the D0170 data flow and how this may impact migration (noting this is a 2024 activity).

6. Delivery Dashboards

HT invited questions on the Delivery Dashboards.

LR highlighted the red dependency in the Helix dashboard as Helix is dependent on the approval of the Transition Design and Design Releases to complete their Design Build and Test activities in advance of SIT and the current timing for those activities places this activity at risk. This is in discussion with the Programme.

The group noted the need to agree how upcoming design changes emanating from CRs or Design Issue Notifications will be managed ahead of SIT and whether any changes could impact participants’ ability to meet SIT dates. The Programme advised this is under consideration and is due for discussion at the FTIG.

The Chair noted the considerable choreography required to coordinate all activities.

GW asked for an update on the progression of CR018 (*Registration Service Operating Hours*). FM advised the CR will be discussed at the DAG on 10 May 2023, and, subject to any amendments, re-issued to participants for a five working day Impact Assessment. An extraordinary DAG is then provisionally booked for 25 May 2023 where a decision on approval will be made.

The Programme acknowledged a recently raised concern around Change of Supplier readings, and advised this would be monitored as an issue and may require either a change to the MHHS Design or changes as part of code drafting.

7. Summary and next steps

The PSG were advised of the upcoming meeting dates and plan for decision on CR022.

GE praised the new consultation dashboard provided on the MHHS website, and encouraged continued development this to include all consultations, documents reviews, etc. GE requested links to the consultation dashboard are included alongside future plan views.

Dates of Next Meetings:

Extraordinary PSG (CR022 decision): 12 May 2023 9am

Regular PSG: 08 June 10am