Qualification Advisory Group (QAG) Terms of Reference (Level 3 Advisory Group)

The QAG Terms of Reference ("ToR") sets out the role, membership, and mode of operation.

The QAG has been established from the split of TMAG into three different Advisory Groups, with the QAG being one of these.

1.1 QAG Role & Responsibilities

The QAG is established as an advisory group under the auspices of the MHHS Programme Steering Group (PSG).

The QAG's role is to:

- To be responsible for overseeing the successful development, management, and implementation of qualification for all Qualification participants and Qualification Testing for non-SIT participants.

- Be accountable for the delivery of Qualification decisions and all requests that impact on Qualification in conjunction with the relevant Code Bodies.

- Review progress by the Code Bodies and MHHSP LDSO Qualification Team in delivering the Qualification Milestones set out in the MHHS Plan and other parts of the MHHS Programme where there are dependencies for MHHS Qualification e.g., SIT, Environments and data.

- The Chair will decide on delegated Qualification deliverables, within the MHHS Programme, following the QAG's recommendation. In some cases, the decision will be to make recommendations to PAB, who will make the final decisions.

- Establish Level 4 Working Groups where necessary to develop Qualification deliverables, resolve Qualification issues and mitigate Testing risks.

- Recommend approval to PSG or BSC/REC PABs for any relevant deliverables that QAG has a role in reviewing.

- Impact assess any change that impacts Qualification as received from the MHHS Change Board.

- Manage risks, issues and dependencies associated with Qualification and escalate any that impact programme level according to the MHHS Programme/PSG.

- To provide a Sandbox environment for participants to carry out additional testing.

1.2 QAG Objectives

- To advise the QAG Chair and where relevant, PAB on decisions regarding Qualification deliverables and milestones.

- To track progress and readiness of Qualification participants.

- Ensure different programme participant perspectives are appropriately represented during decision making.

- Enable transparency of Qualification developments and deliverables for all impacted constituency groups and stakeholders.

- Delegate appropriate tasks and activities to Level 4 Working Groups.

- Receive escalations from lower-level workgroups and reach consensus on decisions, so the Programme Qualification work progresses to plan.

- Provide detailed Qualification advice to the SRO, PSG and PAB, and other groups if required.

- To provide a Sandbox environment for participants to carry out additional testing.

1.3   QAG Membership

The QAG Membership is the SRO (or someone delegated by the SRO from within the MHHS Implementation Manager function) as Chair, technical expert testing constituency representatives covering each programme participant group and Ofgem as an observer -

- SRO as Chair

- SRO Qualification Manager

- Elexon as Qualification Agent

- RECCo as Qualification Agent

- Relevant Elexon/RECCo Qualification Leads

- Independent Programme Assurance (IPA) Representative

- Large Supplier Representative

- Medium Supplier Representative

- Small Supplier Representative

- I&C Supplier Representative

- Supplier Agent Representative

- DNO Representative

- iDNO Representative

- Consumer Representative

- Ofgem (Observer, to attend as appropriate)

- The PMO will attend to act as meeting secretariat.

1.4   QAG Member Roles and Responsibilities

The SRO (or someone delegated by the SRO) will chair the meetings and make decisions on behalf of the SRO.

The PMO will maintain and communicate up to date meeting documentation.

The PMO will maintain an up-to-date Programme plan, RAID log and actions log.

The PMO will provide all meeting management services and deliver all regular and ad hoc meetings.

The PMO will publish QAG documentation as it is non-confidential.

QAG Members (or nominated alternatives) will attend every meeting. QAG meetings are scheduled for every third Thursday of the month (the week after the QWG).

QAG Members will be fully meeting prepared before the meeting starts. To facilitate this readiness papers will be distributed five working days in advance of the schedules QAG meeting.

QAG Members should be Qualification technical experts, with experience of similar industry programme testing an advantage.

1.5   Decision Making

The Chair will make Level 3 decisions and Level 2 decisions when delegated from the PSG or make recommendation(s) to the relevant PAB. (Level 1 decisions will be escalated to Ofgem by the SRO or IPA).

The QAG Chair can delegate decisions to another Level 3 group or a lower-level work group.

The QAG will ensure that any decisions are based on full transparency with Programme Participants and appropriate consultation.

The QAG Chair will seek to make decisions which has the consensus of QAG members. Where that is not possible then the QAG Chair will make clear the reasoning for their decision.

Any joint decision-making required with other industry governance (e.g. PAB) or other Advisory Groups (e.g. SITAG and MCAG) will be considered as part of the Qualification deliverables.

Where parties raise significant concerns with a QAG decision, the concern will be resolved by QAG or escalated in line with the appeals process.

Consultation will be carried out on an ongoing basis, with the QAG taking decisions based on information developed by Qualification Working Group and other Working Groups e.g., DWG or EWG.

A headline report will be issued within two working days of each meeting and Programme Participants will be allowed to request additions they feel necessary once they have reviewed the report. The headline report will capture context around decisions, pertinent industry viewpoints, ensure a clear audit trail and decisions will be timestamped to enable easy reference to the recordings. A meeting recording will be made available via the MHHS Programme Collaboration Base.

1.6   Qualification Working Groups (Level 4)

The QAG may convene several Working Groups, that had previously sat under the TMAG, which will have responsibilities to develop specific aspects of the Qualification strategies, approach, design, and deliverables.

Qualification Working Groups will report to QAG who will agree and define the purpose, scope, and specific deliverables. Relevant work from the Qualification Working Groups will be subject to review and approval by QAG. This will occur on an ongoing basis and may require engagement with wider industry.

Where a Qualification Working Group in unable to reach a consensus on a decision delegated to them by QAG the matter will be escalated to the QAG.

All Qualification Working Groups will be attended and chaired by the SRO, or someone delegated by the SRO. Meeting attendance should be open to all, unless otherwise determined.

Qualification Working Group members will be expected to actively contribute to the development and review of collateral required to achieve the deliverables, this is likely to include completing tasks and actions outside of the Qualification Working Group.

The Working Groups under QAG include:

- Qualification Working Group (QWG)