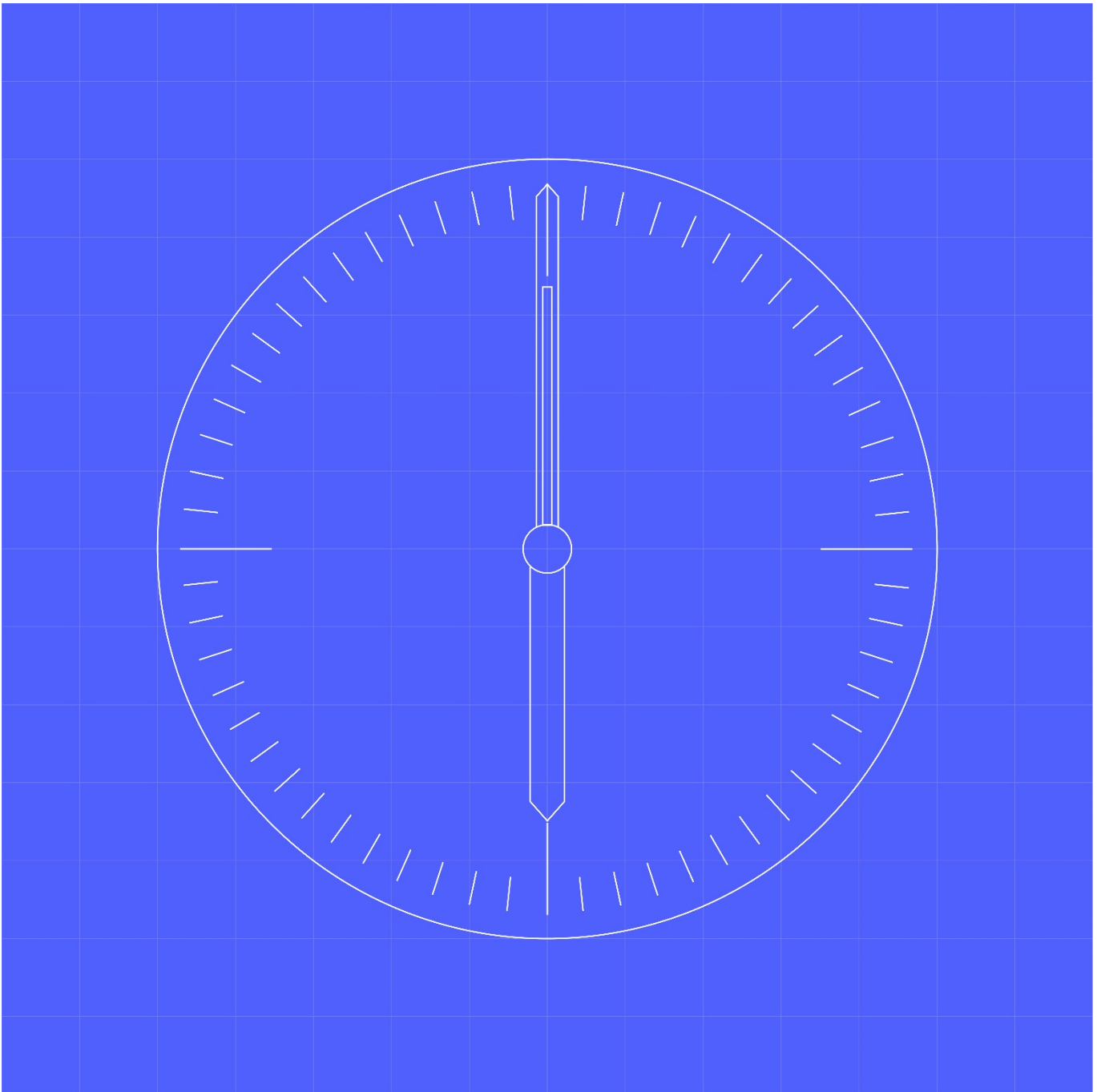


Nomination, Election and Appointment



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Change Record

Date	Author	Version	Change Detail
10/08/2021	Andrew Margan	0.1	Internal Draft
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15/09/2021	Andrew Margan	1.1	Supplier nomination criteria update
03/02/2022	Andrew Margan	1.2	Supplier list and TAG reference update
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20/01/2023	Martin Cranfield	1.7	Updated with Design Authority (DA)

Nomination, Election and Appointment Process

1.1 Introduction

This paper sets out the MHHS Programme nomination, election and appointment process, which should be read in conjunction with the Market-wide Half Hourly Settlement (MHHS) Programme Governance Framework document¹. The MHHS Governance Framework sets out the proposed Programme governance groups (decision and working groups) and constituency representatives per decision group. Decision groups should have a constituency representative, who engage their constituency members and who are empowered to represent and make decisions on behalf of their constituency.

The Programme requests that each constituency group nominates a constituency representative. If there are multiple nominations for a constituency representative role, the MHHS Programme can support elections.

1.2 Background

The MHHS Programme is an industry led model. The Programme governance objectives are to ensure decision-making between the SRO, MHHS Implementation Manager (MHHS IM) and Programme Participants is appropriately balanced and all parties will have access to the correct and relevant Programme information and they all have an opportunity to participate and influence the Programme decision-making, without unnecessarily delaying the Programme.

To enable effective decision-making, decisions should be made within well-defined thresholds, at the most appropriate decision group, through consensus, rather than escalating all decisions to the Programme Steering Group (PSG). Decisions that cannot be resolved at the lower level, can be escalated to the decision making group above. If consensus cannot be reached at the decision group, the SRO will make the Programme decision based on the various views of the PSG and taking into account any advice from the IPA. The IPA will have a role in providing assurance that the Programme's or SRO's decision making is in line with the agreed process.

To support a transparent and open decision making process, all Programme decision making groups should have relevant constituency representation. Constituency representatives, must be able to engage and consult their constituency members and be empowered to make decisions on behalf of their constituency.

1.3 Nominations Process

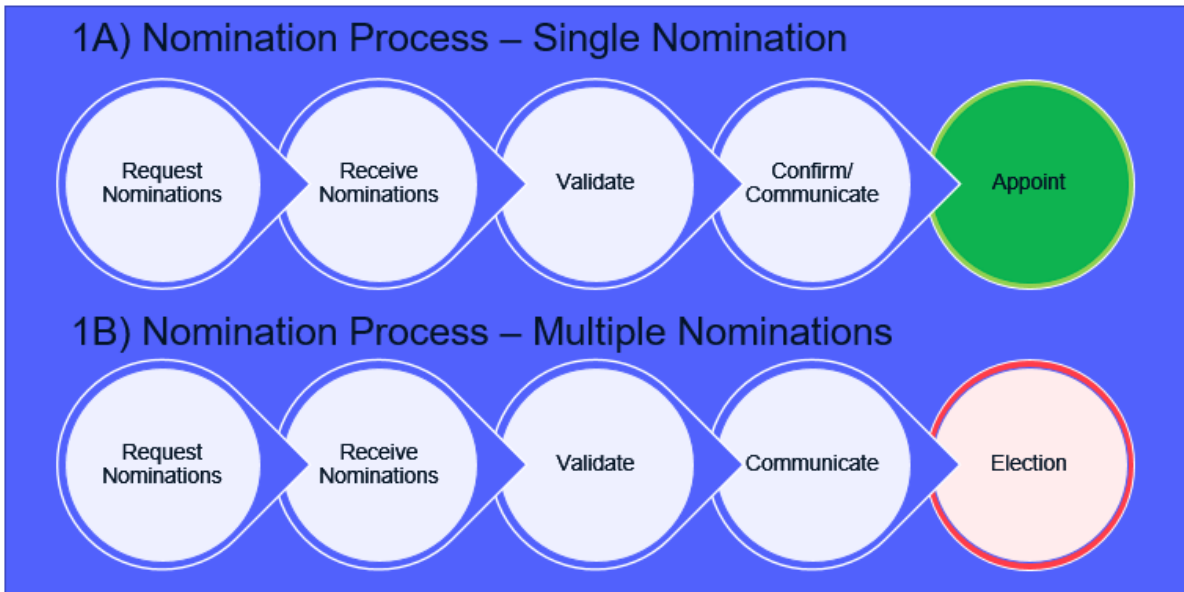
This section sets out the Programme nominations steps.

MHHS Nomination Steps

1. MHHS Programme requests nominations for nominees with the relevant skills for that role. (The Programme communication must detail how and when the nomination is to be submitted).
2. MHHS Programme makes publically available the Constituency Representative Nomination Form (Appendix 1)
3. MHHS Programme Participants with the consent of a suitably qualified person, submit the nomination form with their constituency representatives' nominations, on time and to the PMO email address (PMO@mhhsprogramme.co.uk).
4. The MHHS Programme will manage the submitted nominations. (If forms are incomplete or incorrect, the MHHS Programme will return them to the sender, requesting they are resubmitted correctly).
5. If the nomination meets the role criteria the nomination will be registered.
6. If there is a single nomination per constituency group the nomination will be accepted, confirmed and publically communicated (Process 1A).
7. If there are multiple nominations per a constituency group, the nominated constituency representatives will be notified and an election process will be triggered (Process 1B).

¹ <https://www.mhhsprogramme.co.uk/files/MHHS-Programme-Governance-Framework-V1.0.pdf>

1.4 Nomination Process Diagram



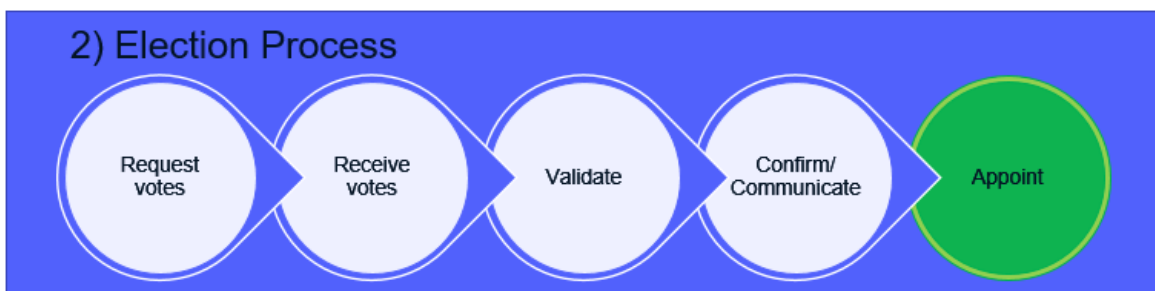
1.5 Election Process

This section sets out the Programme election steps. This process is triggered when there is more than one nomination per constituency.

MHHS Election Steps

1. The impacted nominated candidates will be informed there are multiple nominations, which meet the role criteria and an election process will commence.
(The candidates will have the opportunity to resolve the situation amongst themselves through withdrawing nominations until a single nomination if they wish).
2. The MHHS Programme communicates that nomination voting is required from the relevant constituency group and requests votes to be submitted by a stated date.
3. MHHS Programme makes publically available the Constituency Representative Voting Form (TBD).
4. MHHS Programme constituency representatives should submit their votes on time to the correct submission address.
5. The MHHS Programme will manage the vote submission process and total the votes per constituency. (Voting details will not be published).
6. The nominee with the most votes will be confirmed and appointed as the constituency representative. If there is a tie another rounding of voting involving the tied nominees will take place.

1.6 Election Process Diagram



1.7 Role of the constituency representative

To enable effective and timely decision making, constituency representatives must be able to engage and consult their constituency members within short timescales (e.g. within 5 working days of a meeting or publication).

Constituency representatives must be empowered to make decisions on behalf of their constituency.

Constituency representatives will be responsible for communicating and engaging their constituency members.

Constituency representatives must attend all relevant Programme meetings, including standing and ad hoc meetings.

In exceptional circumstances, constituency representatives should have a constituency approved alternative to cover the meeting. Approval from the constituency of the alternate will be the responsibility of the constituency representative.

Whenever possible, the constituency representative must represent the view of all constituency members.

Constituency representatives must proactively support the SRO and Programme make informed decisions.

Constituency representatives should be meeting ready, before meetings start, through having read the meeting papers in advance of the meeting.

Constituency representative experience/expertise

PSG Members should be a mix of programme delivery and governance experts.

IAG Members should be programme delivery experts.

DAG Members should be a mix of business, system, data, design, security and solution technical experts.

CCAG Members should be a mix of Code Body and regulatory experts.

TMAG Members should be a mix of testing and migration experts.

1.8 Application Form Guidance

The Application Form (Appendix 1) is available on the MHHS Website <https://mhhsprogramme.co.uk/>.

Section 1, should be completed by Programme Participants with their details. This will allow the Programme to know who has made the nomination, their contact details and to enable the Programme to validate their constituency.

Section 1. Add your details below.

Sender's details	
Name	_____
Company	_____
Constituency	_____
Contact Number	_____
Email	_____

Section 2 should be completed by Programme Participants with the details of their nominated constituency representatives. This will allow the Programme to know who is nominated, their contact details, their constituency and their experience, so the Programme can validate the nomination.

Programme Participants can only nominate constituency representatives for their own constituency and can only nominate one person per role. The nominee does not need to be a person from the same company.

To reflect the different skills and experiences, Programme Participants may nominate the same or different constituency representatives for the different groups, providing they have the right skills set.

Submit the application form to the Programme PMO at PMO@mhhsprogramme.co.uk

*Constituency criteria guidance can be found in Appendix 2.

** The membership of the Level 2 and Level 3 decision groups and the respective roles can be found in Appendix 3, 4, 5 and 6.

Constituency Representative Nomination Form

This form is for MHHS Programme Participants to nominate their MHHS constituency representatives. Please send your completed form the PMO@mhhsprogramme.co.uk

Section 1. Add your details below.

Sender's details
Name
Company
Constituency
Contact Number
Email

Section 2. Add the constituency representative details for your nominations below.

Programme Steering Group (PSG) Nomination – Level 2 group
Nominees' name
Nominees' company
Nominees' constituency
Nominees' contact number
Nominees' Email
Nominees' experience

Implementation Advisory Group (IAG) Nomination – Level 3 group
Nominees' name
Nominees' company
Nominees' constituency
Nominees' contact number
Nominees' Email
Nominees' experience

Design Advisory Group (DAG) Nomination – Level 3 Group
Nominees' name
Nominees' company
Nominees' constituency
Nominees' contact number
Nominees' Email
Nominees' experience

Cross Code Advisory Group (CCAG) Nomination – Level 3 Group
Nominees' name
Nominees' company
Nominees' constituency
Nominees' contact number
Nominees' Email
Nominees' experience

Testing and Migration Advisory Group (TMAG) Nomination – Level 3 Group
Nominees' name
Nominees' company
Nominees' constituency
Nominees' contact number
Nominees' Email
Nominees' experience

Design Authority (DA) Nomination – Level 4 Group
Nominees' name
Nominees' company
Nominees' constituency
Nominees' contact number
Nominees' Email
Nominees' experience

Appendix 2 – Constituency Criteria Guidance

Constituency	Criteria
Elexon Representative (as central systems provider)	Elexon nominated representative
DCC Representative (as smart meter central system provider)	DCC nominated representative
RECCo Representative	RECCo nominated representative
Supplier Agent Representative (Independent Supplier Agent)	Supplier Agent - Independent of 'in-house' supplier businesses
Supplier Agent Representative	Supplier Agent
DNO Representative	DNO nominated representative
IDNO Representative	IDNO nominated representative
National Grid ESO	National Grid ESO nominated representative
Consumer Representative	Represent of consumer views
Large Supplier Representative*	British Gas, E.ON Energy, EDF, Scottish Power, SSE/Ovo Energy Group
Medium Supplier Representative*	Bulb Energy, Shell Energy Retail Limited, Octopus Energy Ltd, Utilita Energy Ltd, Utility Warehouse, Ecotricity Limited
Small Supplier Representative*	Affect Energy Ltd, Clean Energy Supply Limited, Co-Operative Energy Limited, Coulomb Energy Supply Limited, D-Energi Limited, Delta Gas and Power Limited, Dodo Energy Ltd, E (Gas & Electricity) Limited, Eneco B.V., Energise Britain Ltd, ESB Energy Limited, Euston Energy T/A Northumbria Energy, Foxglove Energy Supply Ltd, Good Energy Limited, Green Energy (UK) Limited, Limejump Energy Limited, Logicor Energy Limited, Pozitive Energy Ltd, Square1 Energy Limited, Squeaky Clean Energy Limited, Toucan Energy Limited, Unify Energy Limited, Valda Energy Limited, Whoop Energy Ltd
I&C Supplier Representative*	Axpo UK Trading Limited, BES Commercial Electricity Limited, Brook Green Supply Limited, Bryt Energy Limited, Business Power & Gas Limited, Conrad Energy (Trading) Limited, Corona Energy Retail 4 Limited, Drax Energy Solutions (Drax Group Plc), Dyce Energy Eco Green Management Limited T/A Yorkshire Gas and Power, Edgware Energy Limited, ENGIE Power Limited, F & S Energy Limited Farringdon Energy Supply T/A Champion Energy, Flexitricity Limited, Gazprom Marketing & Trading Retail Limited T/A Gazprom Energy, Hartree Partners Supply (UK), I.A.Z.F.S. Limited T/A MB Energy, Marble Power Limited, Maxen Power Supply Limited, MVV Environment Services Limited, Npower Business Solutions (NBS) (E.ON), Opus Energy Limited (Drax Group Plc), P3P Energy Supply Limited, Shell Energy Supply UK Ltd, SmartestEnergy Limited, SSE Energy Supply Limited, Statkraft Markets GmbH, Switch Business Gas & Power Ltd, Totalenergies Gas & Power Limited, Tru Energy Limited, Unify Energy, United Gas and Power Ltd, Vattenfall Energy Trading GmbH, Verastar Limited, YU Energy Limited

* If Programme Participants believe they are recorded against the incorrect constituency representative, please contact the MHHS Programme. PPC@mhhsprogramme.co.uk

Appendix 3 – PSG Membership

The PSG Membership is the SRO as Chair, a representative from each programme participant constituency and Ofgem as an observer with the Chair able to invite other attendees if relevant.

- a) SRO - Chair
- b) MHHS IM Programme Director
- c) Lead Delivery Partner (LDP) Programme Manager
- d) Lead Delivery Partner SI Manager
- e) Lead Delivery Partner PPC Manager
- f) Other SRO and Lead Delivery Partner representatives who are relevant to agenda items
- g) Independent Programme Assurance (IPA) Manager
- h) Elexon Representative (as central systems provider)
- i) DCC Representative (as smart meter central system provider)
- j) RECCo Representative
- k) Any other provider of a central system required for MHHS implementation (e.g. communications provider)
- l) Large Supplier Representative
- m) Medium Supplier Representative
- n) Small Supplier Representative
- o) I&C Supplier Representative
- p) Supplier Agent Representative (Independent Supplier Agent)
- q) Supplier Agent Representative
- r) DNO Representative
- s) iDNO Representative
- t) National Grid ESO
- u) Consumer Representative
- v) Ofgem (Observer)
- w) The PMO will attend to act as meeting secretariat.

Appendix 4 – Implementation Advisory Group (IAG) Membership

The IAG Membership is the SRO as Chair, programme delivery representative from each programme participant constituency and Ofgem as an observer.

- a) SRO - Chair
- b) SRO Programme Director
- c) Lead Delivery Partner (LDP) Programme Manager
- d) Lead Delivery Partner SI Manager
- e) Lead Delivery Partner PPC Manager
- f) Independent Programme Assurance (IPA) Manager
- g) Elexon Representative (as central systems provider)
- h) DCC Representative (as smart meter central system provider)
- i) RECCo Representative
- j) Any other provider of a central system required for MHHS implementation (e.g. communications provider)
- k) Large Supplier Representative
- l) Medium Supplier Representative
- m) Small Supplier Representative
- n) I&C Supplier Representative
- o) Supplier Agent Representative (Independent Supplier Agent)
- p) Supplier Agent Representative
- q) DNO Representative
- r) iDNO Representative
- s) National Grid ESO
- t) Consumer Representative
- u) Ofgem (Observer, to attend as appropriate)
- v) The PMO will attend to act as meeting secretariat.

Appendix 5 – Design Advisory Group (DAG) Membership

The DAG Membership is the SRO as Chair, technical expert representatives from each programme participant constituency and Ofgem as an observer.

- a) SRO - Chair
- b) SRO Design Manager
- c) Lead Delivery Partner (LDP) Programme/Design Manager
- d) Lead Delivery Partner (SI) System Integrator Manager
- e) Independent Programme Assurance (IPA) Manager
- f) Elexon Representative (as central systems provider)
- g) DCC Representative (as smart meter central system provider)
- h) RECCo Representative
- i) Any other provider of a central system required for MHHS implementation (e.g. communications provider)
- j) Large Supplier Representative
- k) Medium Supplier Representative
- l) Small Supplier Representative
- m) I&C Supplier Representative
- n) Supplier Agent Representative (Independent Supplier Agent)
- o) Supplier Agent Representative
- p) DNO Representative
- q) iDNO Representative
- r) National Grid ESO
- s) Consumer Representative
- t) Ofgem (Observer, to attend as appropriate)
- u) The PMO will attend to act as meeting secretariat.

Appendix 6 – Cross Code Advisory Group (CCAG) Membership

The CCAG Membership is constituted from senior management representatives from each Programme impacted Code Body, programme participant constituency representatives, Ofgem as an observer and the MHHS Programme.

- a) SRO - Chair
- b) SRO Governance Manager
- c) Lead Delivery Partner (LDP) Programme/Design Manager
- d) Independent Programme Assurance (IPA) Manager
- e) Elexon Representative (as central systems provider)
- f) Elexon Representative (as BSC/BSCCo Manager)
- g) DCC Representative (as smart meter central system provider)
- h) SEC Representative
- i) REC Representative
- j) CSUC Representative
- k) DCUSA Representative
- l) National Grid ESO
- m) Supplier Representative (Domestic Representative)
- n) Supplier Representative (I&C Representative)
- o) Supplier Agent Representative (Independent Supplier Agent)
- p) Supplier Agent Representative
- q) DNO/iDNO Representative
- r) Consumer Representative
- s) Ofgem (Observer, to attend as appropriate)
- t) The PMO will attend to act as meeting secretariat.

Appendix 7 – Testing and Migration Advisory Group (TMAG) Membership

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

- a) SRO - Chair
- b) SRO Test Manager
- c) Lead Delivery Partner (LDP) Testing Architect
- d) Lead Delivery Partner (SI) System Integrator Manager
- e) Independent Programme Assurance (IPA) Representative
- f) Elexon Representative (as central systems provider)
- g) DCC Representative (as smart meter central system provider)
- h) RECCo Representative
- i) Any other provider of a central system required for MHHS implementation (e.g. communications provider, potentially Electralink)
- j) Large Supplier Representative
- k) Medium Supplier Representative
- l) Small Supplier Representative
- m) I&C Supplier Representative
- n) Supplier Agent Representative
- o) DNO Representative
- p) iDNO Representative
- q) National Grid ESO
- r) Consumer Representative
- s) Ofgem (Observer, to attend as appropriate)
- t) The PMO will attend to act as meeting secretariat.

Appendix 8 – Testing Advisory Group (TAG) Membership

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

- a) SRO - Chair
- b) SRO Test Manager
- c) Lead Delivery Partner (LDP) Testing Architect
- d) Lead Delivery Partner (SI) System Integrator Manager
- e) Independent Programme Assurance (IPA) Representative
- f) Elexon Representative (as central systems provider)
- g) DCC Representative (as smart meter central system provider)
- h) RECCo Representative
- i) Any other provider of a central system required for MHHS implementation (e.g. communications provider, potentially Electralink)
- j) Large Supplier Representative
- k) Medium Supplier Representative
- l) Small Supplier Representative
- m) I&C Supplier Representative
- n) Supplier Agent Representative
- o) DNO Representative
- p) iDNO Representative
- q) National Grid ESO
- r) Consumer Representative
- s) Ofgem (Observer, to attend as appropriate)
- t) The PMO will attend to act as meeting secretariat.

Appendix 9 – Design Authority (DA) Membership

DA membership will reflect the membership of the DAG. DA Membership is the SRO as Chair, technical expert representatives from each programme participant constituency and Ofgem as an observer.

- a) SRO - Chair
- b) SRO Design Manager
- c) Lead Delivery Partner (LDP) Programme/Design Manager
- d) Lead Delivery Partner (SI) System Integrator Manager
- e) Independent Programme Assurance (IPA) Manager
- f) Elexon Representative (as central systems provider)
- g) DCC Representative (as smart meter central system provider)
- h) RECCo Representative
- i) Any other provider of a central system required for MHHS implementation (e.g. communications provider)
- j) Large Supplier Representative
- k) Medium Supplier Representative
- l) Small Supplier Representative
- m) I&C Supplier Representative
- n) Supplier Agent Representative (Independent Supplier Agent)
- o) Supplier Agent Representative
- p) DNO Representative
- q) iDNO Representative
- r) National Grid ESO
- s) Consumer Representative
- t) Ofgem (Observer, to attend as appropriate)
- u) The PMO will attend to act as meeting secretariat.