

MHHS Webinar: Pre-Qualification Submission

07 March 2024 MHHS-DEL2371



Please engage via Slido – we are here to take your questions.



We have dedicated 15 minutes to a Q&A at the end of the session to answer all questions through Slido. Any questions not answered in the webinar will be followed up in the FAQ document.



Please do not discuss topics outside the scope of this walkthrough.



We want to work collaboratively to equip you with the guidance, support and information you need to complete your Pre-Qualification Submission.

This session is being recorded and will be published on the Collaboration Base and website for you to revisit and for those unable to attend.



Introduction

George Player 5 minutes



Approach to PQS and Q&A

Vaishnavi Sharma & Matt Cogram 50 minutes



George Player 5 minutes









Why are we holding this webinar?

 Non-SIT Suppliers, Non-SIT Data Services & Non-SIT Meter Equipment Managers (MEMs), and New Entrant Licensed Distribution System Operator (LDSO) are required to provide a Pre-Qualification Submission for MHHS Qualification.



Why is the Pre-Qualification Submission important?

- The submission will include all the information that Code Bodies need to make an informed judgement on a participant's readiness and suitability to be allocated to a particular Qualification Wave.
- The information provided will also assist Code Bodies in understanding the resource and testing capacity required to support each Qualification Wave.
- Code Bodies will work collaboratively with participants to ensure they are in a suitable Qualification Wave.



Please ask questions throughout the webinar. You can join at Slido.com #PQS

4 Pre-Qualification Submission Template

4.1 General Information

In this section, please provide information about your organisation, the MPIDs that you do/do not expect to MHHS Qualify and contact details. This section also requests confirmation of the accuracy and completeness of this submission.

4.1.1 Details of the organisation submitting this form

Name as per Companies House	Cogram Energy Limited	
Company Registration Number as per Companies House	12345678	
	Supplier	COGR
List of MPIDs (with Role Code) as per		MATT
MDD that you hold qualifications for	MEM	
	Data Aggregator	
	Data Collector	

		Supplier	COGR
_	List of MPIDs (with Role Code) that you which to apply for MHHS Qualification	Smart MEM	
	NB: If you are a new entrant that is not	Advanced MEM	
	currently operating, please state this and list your preferred MPID against the role(s) you are intending to MHHS Qualify	Smart Data Service	
	against. Please note while we will endeavour to grant you your preferred	Advanced Data Service	
_	MPID, this will be subject to availability.	Unmetered Data Service	
		DNO / Registration Service / UMSO	
	Details of existing MPIDs (with Role Code)	MATT	
	you are not taking forward for MHHS Qualification with associated rationale. Please provide indicative dates for any	expect to complete this activit	tfolio into a single MPID (COGR). We ty by December 2023. We will contact to initiate the market exit process for

this MPID.

Yes

7th March 2024

Matt Cogram Jnr, Operations Manager, matt@cogram.co.uk

MPIDs you intend to exit from the market.

Key Contact (Name, Role and Email)

Please confirm that all information submitted within this form is complete

and accurate.

Submission date



In this section, please provide details of your approach to MHHS Qualification including your expected PIT exit timeline and preferred Qualification Wave.

Note – Programme Participant must submit their PIT Approach and Plan as supporting evidence for this section to allow Code Bodies early visibility and reduce the risk of parties needing to undertake additional unplanned PIT activities ahead of starting QT.

4.2.1 Qualification Approach

Please list the name(s) and role(s) of individual(s) responsible and accountable within your organisation for delivering your MHHS Qualification plan.

Please detail the relevant Company Director within your organisation, who will sign off-off your MHHS Qualification Assessment Document on behalf of the company. Please also provide details of any other senior stakeholders accountable for the delivery and oversight of your MHHS implementation as relevant.

Matthew Cogram Snr, CEO – ultimately accountable and will sign off the QAD.

Sarah Kennedy, Operations Director – accountable for ensuring processes are embedded and resources trained to operate within the MHHS arrangements in compliance with the Code.

Jo Bloggs, Tech Solutions Director – accountable for delivering technical changes in line with MHHS Design.

What senior management level oversight is there on your MHHS Qualification plan, and how will progress against this plan be monitored?

Please provide details around how risk is kept under review, including triggers, threat sources and the frequency of reviews.

We maintain close communication and accountability through weekly meetings attended by the CEO and the Operations Director. These meetings serve as a platform to review and ensure adherence to the Qualification Project Plan including key risks and mitigations. Progress against the plan is closely monitored during these sessions, allowing for real-time adjustments and strategic decisions to be made as needed

Please detail how you have planned to meet the resource (including IT infrastructure, IT systems, staff at all levels/functions, etc.) requirements to operate changes delivered by MHHS Programme.

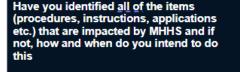
We have reviewed the MHHS Design documents and identified several impacts to are existing systems and processes.

We are working closely with our IT systems provider to implement system changes required to deliver our MHHS requirements. The design and build phase is now complete and we are expecting our PIT to complete by 11 October 2024.

We are currently reviewing all internal documentation to verify that the new MHHS requirements are adequately covered within our standard operating procedures.

We are planning to conduct a gap analysis to ensure that all discrepancies between current processes and those affected by MHHS have been addressed.

We are creating further documentation for training purposes to ensure that all colleagues are adequately trained in the new MHHS processes.



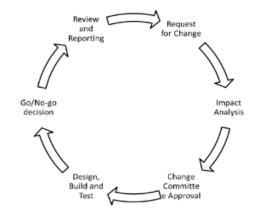


Please provide details of your change management approach including your engagement with the MHHS design change activities and your approach to release management that you will apply during and after PIT, through QT and into live operation.

Please detail how your change management process works including how risk around change is identified and assessed. If you utilise any industry standard change management framework, please detail that here.

Please also describe how you will incorporate MHHS Design Interim Releases through PIT and QT.

Cogram Energy Limited's Change Management process is aligned to PRINCE2 methodology and includes the following steps:



All changes delivered as part of the MHHS Programme are governed by our change committee chaired by the Cogram Energy Limited Operations Director. They are responsible for assessing the change requirements to determine the scope and ensure an appropriate plan is in place for delivery. The committee meets monthly and tracks progress against the plan alongside KPIs, risks and controls. The change committee review and approve all change requests prior to design and build commencing. Our quality assurance process ensures systems are developed and maintained to meet the required quality standards and business requirements, and are compliant with regulations. After all testing is complete, the change committee approve Go/No-go before deployment. In line with best practice, we operate heightened monitoring during early life to allow quick identification and remediation of potential issues.

For MHHS delivery, all design releases from the programme are assessed to determine impacts on our systems. Where required, plans are rebaselined to accommodate additional build and testing requirements. The Change Committee remain accountable for delivery.

Are you currently aware of any planned changes to your systems or processes (that may impact interfaces with the DIP and / or other Market Participants) that will take effect after you have completed MHHS PIT and may impact your ability to meet MHHS requirements?

If yes, please provide details of the expected changes and the associated timescales.

Please confirm that you have submitted your PIT Approach and Plan as supporting evidence to your PQS.

Please confirm if you are using the exemption from UMS requirements for MHHS Qualification. (this question applies to Suppliers only).

We currently do not have any plans to make any further changes. All business change requests are assessed for MHHS impacts and therefore, where any impacts are identified, we will consult the Code Bodies to assess how it may impact our Qualification requirements.

Yes

Yes



4.2.2 PIT Timelines

Questions - slido.com #PQS

4.2.2 PIT Timelines

Please confirm whether you have started PIT execution, and if not when you intend to start.	Yes
	Please detail your overall approach to testing, including clear responsibilities for each element, acceptance criteria, Go/No-go decision and how regression testing should occur. Please also provide a copy of your PIT Approach and Plan for Code Body review.
What management processes do you intend to use to ensure that the change(s) to your systems and processes have been effectively tested during PIT	Our MHHS Programme Test Manager is accountable for creating and executing thorough test strategies and plans that align with the organisation's needs. The test strategy for MHHS delivery is documented within out PIT Approach and Plan, which is aligned to the MHHS PIT Guidance and sets out the scope, approach, roles and responsibilities, defect management process and acceptance criteria for PIT. This document was approved by our Change Committee and the Cogram Energy Limited Board on 01 January 2024 and is subject to quarterly review. Please see attached COGDOC123 which is the latest version of our PIT Approach and Plan in use. The test plans are reviewed at the monthly Change Committee meeting to ensure there is sufficient coverage of risks monitoring by the Change Committee.
Please confirm you are using the PIT RTTM Template produced by MHHS Programme (MHHS-DEL1050).	
If not, please ensure all information required within the template is available in your PIT RTTM submission.	Yes
Note: PIT RTTM Template MHHS-DEL1050 is subject to review. Please ensure you use the updated copy of the PIT RTTM Template, to be released imminently, with the next iteration of the PIT Guidance.	
Please confirm your expected PIT completion date.	
Please detail any risk associated with achieving this date, and mitigating controls you have planned in section 4.6 of this document.	15 th December 2024
What percentage of planned PIT scope has been successfully completed at the point of this submission?	0%



4.2.3 Qualification Wave Allocation

Please provide your 1st and 2nd
Qualification Wave allocation
preferences?

NB: Please refer to table in section 3 for indicative dates.

Wave 1	1 st preference
Wave 2	2 nd preference
Wave 3	
Wave 4	

Please confirm by when you are targeting to start MHHS Migration.		
Responses to this section should consider the MHHS Programme Plan which states that 30 September 2025 is the earliest migration start date for Non-SIT participants.	01 October 2025	
Please provide the contact details of key personnel coordinating migration activity.	Matt Cogram Inc Operations Manager, matt@eegram ee.uk	
These details will be shared with the MHHS Programme Migration Control Centre.	Matt Cogram Jnr, Operations Manager, matt@cogram.co.uk	
Please confirm whether you have entered into commercial arrangements with Supplier Agents to work with under MHHS arrangements (this question applies to Suppliers only).	No, however, we have shortlisted 3 preferred Agent organisations and expect to have a decision by September 2024.	
Where you have entered into commercial arrangements with Supplier Agents for MHHS, please list their organisation name and confirm their expected PIT exit date (this question applies to Suppliers only).	Please provide the details of all Supplier Agents you intend on using. This should cover Data Service and Meter Services for all market segments you intend to operate. Please include relevant information, such as the Supplier Agent MPID.	
	N/A - still under negotiation.	
Has Supplier Agent readiness been factored into the target migration date listed above? (This question applies to Suppliers only).	Yes, we are factoring the Agent's ability to be ready to support MHHS migration from 01 October 2025 into the procurement process.	
	In this section please highlight info you'd like the CBs to consider Risk of Large Supplier not having enough time for migration	
Please provide any further information you believe Code Bodies should consider	Risk of other Suppliers placing reliance not being able to complete M14 if this suppliers goes to a late wave	
when determining your Qualification Wave allocation.	Risk of my agent not being in same or earlier wave, delays migration start	
	I am expecting to place full reliance on someone who did testing in SIT/earlier QT wave so I can proceed at pace.	



4.3 System Architecture

Please provide your System Architecture Diagram for your live environment, along with a written statement addressing the points listed above:

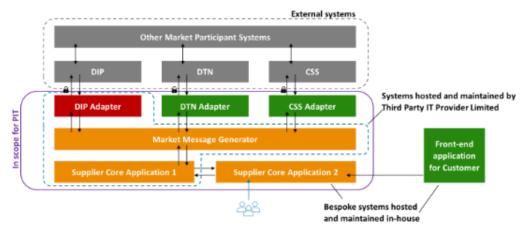
Please provide sufficient information to enable Code Bodies to understand the overall structure of your systems including the type of gateway, routing and validation mechanisms, applicable security systems and applications. Please also include a list of all systems utilised and include details of the hosting arrangements for each. In-scope systems mean any systems used for generating, sending, receiving, storing (including for the purposes of back-up), manipulating or otherwise processing electronic communications, including all hardware, software, firmware and data associated with such activities in relation to end-to-end processes impacted by MHHS Design, which are operated by, or on behalf of, your organisation. This should include:

- a schematic diagram to show components and relationships, with annotation showing where information is processed
- Indicate the type of gateway, whether it is high or low volume, remote, and/or shared with other organisations (who should be identified here)
- List of all relevant systems
- Indicate the scope for Placing Reliance, highlighting all commonalities and differences from your planned architecture for live operations. Where there is deviation from your live setup, please describe how you will ensure sufficient coverage through testing.

Common Pitfalls to avoid

- Insufficient detail on how systems will be hosted for live operation and how this differs from the hosting arrangements for various phases of testing.
- Lack of clarity on how responsibilities are split between the Qualifying organisation and their contracted third-parties.
- 3. Failure to include all component systems and interfaces.





- Supplier Core Application 1: Part of the Supplier Operations Suite licensed from Third Party IT Providers Limited,... (Add details such as functions performed, message format and method of communication for each interface, etc.)
- Supplier Core Application 2: Bespoke application created and maintained by Cogram Energy Limited, integrates with our Customer UX for sales, support and billing... (Add details such as functions performed, message format and method of communication for each interface, etc.)
- Market Message Generator: Part of the Supplier Operations Suite licensed from Third Party IT Providers Limited,... (Add details such as functions performed, message format and method of communication for each interface, etc.)
- DIP Adapter: Part of the Supplier Operations Suite licensed from Third Party IT Providers Limited, processes inbound and outbound messages over the DIP and is compliant with the Code of Connection. (Add details such as message format, method of communication, etc.)

The Supplier Operations Suite licensed from Third Party IT Providers Limited is also in use by Sky Energy Limited whose testing we intend to place reliance on. Third Party IT Providers Limited report to the Cogram Energy Limited Change Committee every month to provide updates on scope and progress of testing they are doing for Sky Energy Limited that we will place reliance on. This provides as opportunity for oversight and assess any risks Placing Reliance may pose on our delivery of MHHS changes.

We have also contracted Third Party IT Providers Limited to conduct PIT on our behalf which would also include integration of their Supplier Operations Suite with our bespoke Supplier Core Application 2 System.



4.4 Placing Reliance Submission

In this section, please provide the information on any organisations you are 'placing reliance' on or delegating to 'test on behalf of your organisation, to meet your testing requirements for MHHS Qualification, in part or whole. If you are intending to complete all testing requirements using internal systems and resources, then you only need to respond to question 4.4.1.

Note — Programme Participants who would like to discuss their Placing Reliance approach with the Code Bodies ahead of submission can do so by requesting a bilateral either via the PPC team or by emailing MHHSQualification@elexon.co.uk.

4.4.1 General position

Are you intending to Place Reliance? If yes, please complete 4.4.2 and/or 4.4.3, as applicable.	Yes
Have you entered into an agreement to facilitate sharing of testing evidence to meet your MHHS Qualification requirements? If no, please clarify by when these arrangements are expected to be in place. For clarity, where a Programme Participant is placing reliance on testing completed by another Programme Participant, or a Third-Party Provider is testing on its behalf, this is expected to be fully agreed between the parties involved.	Yes

4.4.2 Details of the organisation completing the testing that will be used for 'Placing Reliance'

Name as per Companies House	Sky Energy Limited	
Company Registration Number as per Companies House	87654321	
	Supplier	SKYE
	Smart MEM	
List of MPIDs (with Role Code) that will be completing testing via the SIT or QT route that your organisation will 'place reliance' on (if applicable)	Advanced MEM	
	Smart Data Service	
	Advanced Data Service	
	Unmetered Data Service	
	DNO / Registration Service / UMSO	
Which route of testing is the organisation taking? If they are not a SIT Participant, please indicate the QT Wave they are expected to target.	QT Wave 1	



4.4.3 Details of the organisation completing 'Testing On Behalf Of' the Code-defined organisation and 4.4.4 RASCI

4.4.3 Details of the organisation completing 'Testing On Behalf Of' the Code-defined organisation

Name as per Companies House	Third Party IT Provider Limited
Company Registration Number as per Companies House	11111111
Key Contact (Name, Role and Email)	Laura Kennedy, Operations Manager
ney contact (Name, Note and Emany	Laura@TPITP.co.uk
Relationship with the applicant organisation submitting this proposal (e.g., Third-Party IT Provider, Third-Party Managed Service Provider, Third-Party Design/Build/Test Partner, etc.)	IT Systems provider
Is there a current agreement between the applicant organisation and the organisation listed in this section? If no, please clarify by when these arrangements are expected to be in place.	Yes
Do you intend for the agreement to continue during migration and live operation following full transition?	
If no, please provide details of the expected change.	Yes
NB: Should this change during or after testing, then the participant will need to notify the Code Bodies and will be required to test and Qualify under the new Third Party arrangement)	

Task

- . R Responsible, i.e., the organisation responsible for the task assigned.
- A Accountable, i.e., the organisation that holds the ultimate accountability and control.
- S Supported, i.e., the organisation that provides assistance to the 'Responsible' organisation.
- . C Consulted, i.e., the organisation that provides advice to the 'Responsible' organisation.
- I Informed, i.e., the organisation(s) that must be kept in the loop on decisions, outcomes, and progress.

RASCI:

		responsibilities					
		Role (please add / remove columns as possible)	DIP Adapter	DTN Adapter	Supplier operations	CRM	Code compliance
Applicant	Cogram Energy Limited	Supplier	Α	А	A	R, A	R, A
Third Parties (please insert / remove rows as applicable)	Sky Energy Limited	Supplier whose Qualification testing we will place reliance on.	s	S	s	N/A	N/A
	Third Party IT Provider Limited	Third Party who is conducting PIT on our behalf	R	R	R	S	S



4.4.4 RASCI Questions - slido.com #PQS

within your IT landscape for which the RASCI may vary. System Design and Build	Cogram Energy Limited procure Supplier Operations Suite from Third Party IT Provider Limited which integrates with our Supplier Core Application 2 System that is hosted and maintained in-house. Our Change Committee	Sky Energy Limited also procure Supplier Operations Suite from Third Party IT Provider Limited.	
, ,		N/A	Third Party IT Provide
NB: Please elaborate on specific systems/software within your IT landscape for which the RASCI may vary.	maintains oversight over the scope delivered by Third Party IT Providers Limited.		conduct PIT on our be which would also included integration of their Supplier Operations Swith our bespoke Sup Core Application 2 System. This includes assessing MHHS requirements, scoping changes, planning and build activities, and seeking approval from and reporting to Change Committee.
Pre-integration Testing	As above.	As above.	As above.

Qualification Testing NB: Please elaborate on specific tasks for which the RASCI may vary.	Our Change Committee will maintain oversight and remain accountable for ensuring we meet our QT requirements.	Sky have provided the data which will be used by Third Party IT Provider Limited for QT.	Third Party IT Provider Limited will conduct QT on behalf of Sky which we intend to place full reliance on. Any additional testing required to provide integration between Supplier Operations Suite and Cogram's bespoke Supplier Core Application 2 System will be covered through our PIT. Where Code Bodies identify any additional QT requirements, Third Party IT Provider Limited will be responsible for ensuring environment and resource availability for QT preparation and execution.
Defect Management	Oversight only. This includes the responsibility for decisions.	N/A	Responsible and reports to our Change Committee every month.
Migration	Responsibilities will be shared between our Operations team and Third Party IT Provider Limited. We will be responsible for migration planning and execution.	Migration Testing will use data provided by Sky Energy Limited.	Shared responsibility. Third Party IT Provider Limited will provide SME support and technical service desk through migration.
Operation of business functionality NB: Please elaborate on specific functions for which the RASCI may vary, e.g., functionality operated inhouse versus outsourced operations.	Cogram Energy Limited operate all business functions, apart from operations automated within Supplier Operations Suite.	N/A	They only provide IT user support for process automated within Supplier Operations Suite.



MHHS Migration Readiness as a Legacy Supplier or Agent

- DTN Changes: Cogram Energy Limited have already implemented the changes to new DTN roles being
 introduced by MHHS. This includes system validation within Supplier Operations Suite to accept Market
 Messages that the new MHHS roles can send via DTN. Third Party IT Provider Limited were responsible for
 this delivery. Please see details within the following documents provided with our submission:
 - a. TPIPLDOC111: Project Initiation Document approved by our Change Committee
 - COGDOC645: Extracts from Change Committee minutes from 01 February 2024 documenting Go/No-go decision.
 - TPIPLDOC789: Release notes for Supplier Operations Suite v12.3.4 where these changes were delivered.
- 2. Migration Readiness: Our Design and Build activity for MHHS is due to complete by 01 October 2024. We will then commence PIT with PIT-Migration phase to populate the new systems with test data. To help us ensure all migration processes operate as expected, we will include test cases for both forward and reverse migration. Our target date for PIT-Migration completion is 14 November 2024. We have sufficient contingency to ensure our systems can support MHHS migration from M11. Additionally, our MHHS Programme Manager, along with Third Party IT Provider Limited's Migration Product Owner attend all relevant MHHS fora including the Migration Working Group to ensure we are aware of our responsibilities to support MHHS migration. Please also see the following attachments:
 - a. TPIPLDOC111: Project Initiation Document approved by our Change Committee
 - b. COGDOC123: PIT Approach and Plan approved by our Change Committee
 - c. COGDOC225: PIT-Migration Test Plan
 - d. COGDOC227: PIT-Migration RTTM
- Supply number changes: Third Party IT Provider Limited have been contracted to design, build and test the changes required for updating the Supply Number in line with REC Change Proposal R0083 (Changes to Supply Number Format for MHHS) on behalf of Cogram Energy Limited for implementation from M8 milestone as per MHHS Programme Plan. Please see the following attachments for further detail:
 - a. TPIPLDOC111: Project Initiation Document approved by our Change Committee
 - b. COGDOC123: PIT Approach and Plan approved by our Change Committee
 - c. COGDOC225: PIT-Migration Test Plan
 - d. COGDOC227: PIT-Migration RTTM
 - e. COGDOC987: Extract from Change Committee minutes from 01 March 2024 with status update and RAID analysis for Supply Number changes.



4.6 Risk and Mitigation

In this section, please provide details of risks associated with your MHHS implementation including any risks that may manifest as a result of Placing Reliance or those which might impact your Qualification Testing readiness. Please also provide mitigations you will put in place to manage these risks.

Risk	Likelihood	Impact	Mitigation
	3 – High 2 – Medium 1 – Low	3 – High 2 – Medium 1 – Low	
Code Bodies have not yet provided a clear set of qualification requirements covering qualification across functional testing, migration, operational testing, and non-functional testing for all roles.	2	2	The Code Bodies will be releasing the Assessment Criteria for all the roles in March BSC/REC PABs.
Inability to complete testing resulting in Cogram Energy Ltd being unable to Place Reliance	1	3	Qualification Testing will provide Cogram Energy Ltd with the reassurance of connectivity and our assumption this will cover SIT, proving to mitigate this risk.
Code Bodies have not yet released the Test Scenarios and Test Cases so therefore can not understand the scope.	2	3	These should be released for consultation in Mid-March 2024.

4.7 Contextual Information

In this section, please provide any other contextual information that the Code Bodies may consider whilst assessing your Pre-Qualification Submission. For example, where certain DIP messages are optional, please indicate whether you intend to use those DIP messages.

Contextual Information

While our organisation currently has a UMS portfolio of 500 MPANs, these will be transferred to Streetly Energy Supply Limited before 01 July 2024. Per our agreed sales contract, the migration is currently in progress and expected to complete by 12 May 2024 with 3 weeks of planned buffer. All transfers are being made using the Change of Supplier process. As Cogram Energy Limited will not be looking to operate UMS MPANs in future, we are seeking exemption from UMS MHHS requirements.



All questions asked today will be addressed in a comprehensive FAQ document following the webinar. This document will be made available to participants on the MHHS Website and Collaboration Base.

