

MHHS Design Advisory Group Minutes and Actions

Issue date: 15/03/2023

Meeting number	DAG022	Venue	Virtual – MS Teams
Date and time	08 March 2023 1000-1300	Classification	Public

Attendees:

Chair

Justin Andrews (Chair)

Role

Chair

Industry Representatives

Carolyn Burns (CBu)

David Yeoman (DY)

Donna Jamieson (DJ)

Haz Elmamoun (HE)

Gareth Evans (GE)

Matt Hall (MH)

Neil Dewar (ND)

Sarah Jones (SJ)

Seth Chapman (SC)

Robert Langdon (RL)

Small Supplier Representative

DNO Representative

iDNO Representative

Large Supplier Representative

I&C Supplier Representative

Elexon Representative (as central systems provider)

National Grid ESO

RECCo Representative

Supplier Agent Representative (Independent Supplier Agent)

Supplier Agent Representative

MHHS

Alex Whiteman (AW) (part meeting)

Claire Silk (CS)

Fraser Mathieson (FM)

John Wiggins (JW) (part meeting)

Ian Smith (IS)

Keith Clark (KC)

Paul Pettit (PP)

Warren Fulton (WF) (part meeting)

PMO Change Lead

Design Market and Engagement Lead

PMO Governance Lead

Migration Lead

Design Manager

Programme Manager

Design Assurance Lead

Design Project Manager

Other Attendees

Andy MacFaul (AMF)

Jenny Boothe (JB)

Saima Sabir (SS)

Ofgem

Ofgem

IPA

[Actions](#)

Area	Action Ref	Action	Owner	Due Date
Programme Change Requests	DAG22-01	Programme to consider how further information provided by distributors on CR017 could be disseminated and whether a Q&A session should be held to assist parties in undertaking Impact Assessment of the change	Programme (PMO)	ASAP
	DAG22-02	Programme to include DAG and DA members when issuing CRs for Impact Assessment, and to take on other DAG feedback regarding improvements to the Programme's Change Control approach.	Programme (PMO)	12/04/2023
Overview of MHHS Change Control Approach	DAG22-03	DAG members to provide any further suggestions for improvements to the Change Control Approach to PMO@mhhsprogramme.co.uk by close of business 17 March 2023	DAG Members	15/03/2023
Summary and Next Steps	DAG22-04	Programme to provide clarity on which Design Artefacts published on the Programme Collaboration Base are baselined	Programme (Paul Pettitt)	ASAP
Previous Meetings	DAG21.1-01	Programme to issue proposed DTN flow changes to DAG and Programme Participants prior to end of February 2023	Programme (Design Team)	28/02/2023
	DAG21.1-03	Programme to confirm how MPAN Linkage guidance document and updated MHHS Design Artefacts will be issued	Programme (Design Team)	28/02/2023
	DAG21.1-08	Programme to consider whether change marked artefacts should be issued with Programme Change Requests and who would be expected to provide any change marking	Programme (PMO)	
	DAG21.1-09	Programme to confirm whether small changes to Programme Change Requests requested by decision-making group prior to issuance for Impact Assessment must always return to the Programme Change Board for validation prior to issuance	Programme (PMO)	08/03/2023
	DAG21.1-13	Programme to confirm when the DIP detailed design artefacts will be submitted to DAG	Programme (Ian Smith)	08/03/2023
	DAG21-03	Programme to consider publishing a log of Programme Change Request, and whether changes progressing via the Design Authority should be published within the same log	Programme (PMO)	08/03/2023
	DAG20.1-01	Programme to consider how to increase awareness of the Programme change request process and Design Change Management Procedure for Participants (e.g. webinar, newsletter article, etc.)	Programme (PMO and Design Assurance Teams)	08/03/2023
	DAG20.1-04	Programme to confirm which role code MDS would use (current presumption is SVA code)	Programme (Ian Smith)	15/02/2023
	DAG20.1-07	Elxon to submit complex site metering issue to item to Design Authority via a Design Issue Notification for to enable	Elxon (Jonny Moore)	15/02/2023

		prioritisation of discussion as part of the Design Change Management Procedure		
	DAG20.1-12	Programme to consider how to provide clarity on the data services for import/export meters and how Programme Participants can be given visibility of this	Programme (Ian Smith)	12/04/2023
	DAG20-03	DAG members to provide any views on the role of DAG post M5 Work-Off Plan completion to support review of DAG ToR	DAG Members	12/04/2023
	DAG19-02	Ofgem to provide information on assumed half-hourly data opt-out rates	Ofgem (Jenny Boothe)	11/01/2023
	DAG17-02	Chair to review the DAG Terms of Reference to ensure there is clarity over the role of DAG post-M5.	Chair	10/0512/2023

Decisions

Area	Dec Ref	Decision
Sender of the D0170 Data Flow	DAG-DEC-43	The DAG agreed by majority decision the Registration Service should be the sender of the D0170 'Request for Metering System Related Details' data flow
CCIAG Update	DAG-DEC-44	Closure of the Consequential Change Impact Assessment Group (CCIAG) approved
Minutes and Actions	DAG-DEC-45	Headline Report and amended Minutes of the DAG meeting held 11 January 2023, and Headline Report and Minutes of the DAG meeting held 08 February 2023 approved

RAID items discussed/raised

RAID area	Description
None	

Minutes

1. **Welcome and Introductions**

The Chair welcomed attendees to the meeting and provided an overview of the meeting agenda and objectives.

2. **Sender of the D0170 Data Flow**

JW presented an overview of the work of the Migration Design Subgroup (MDSG) (see DAG slides). The purpose of the MDSG was to articulate the technical process through which MPANs will be migrated from legacy arrangements to new MHHS arrangements. The Chair of the MDSG praised the input of industry technical experts and thanked parties for their constructive collaboration. The DAG were advised of the timelines for Migration Design approval. This included an assurance meeting on 17 March 2023 and proposed an extraordinary DAG on 29 March 2023 where approval of the migration artefacts will be requested (date of meeting TBC).

HE asked whether this planned timeline was realistic, noting some participants were still awaiting a response on their feedback comments. The Programme advised the timeline was under close consideration and it was possible there may be a change to the date of the extraordinary DAG if necessary (due to the number of comments received) and parties would be kept informed. The DNO Representative noted the level of feedback received (c.750 comments) and asked when participants could expect responses by. The Programme advised all comments will receive a response and all responses/comments will be published in a response log. Subject to the review and provision of responses a decision will be taken on whether the extraordinary DAG would be moved back by up to two days, and this decision will be informed by discussion at the MDSG meeting later today.

Overview of D0170 'Request for Metering System Related Details' Flow Options

The DAG were advised there was one area of Migration Design which was the subject of dissensus. This related to the use of the legacy D0170 data flow, which is proposed to be sent to the outgoing Meter Operator (MOP) and outgoing

Data Collector (DC). The Programme highlighted it was crucial that parties receive the D0170 in the form agreed by the MDSG as this was essential for migration. There is a choice as to whether this flow should be sent by Suppliers or by the Registration Service. Both options would require system changes. The MDSG had also discussed (and ruled out) other options. The view of the MHHS Design Team was that as both options would require systems change, the sending of the flow by the Registration Service would represent the least impact/cost option. Provision of this flow by the Registration Service will also support a centralised and robust issuance of this important market message. The Programme explained the principles which underpin this view, including core MHHS design principles such as seeking to minimise total cost to industry, and Migration Design principles such as avoiding impacts to the Registration Service and Agents unless legacy flows do not support migration.

JW provided a comparison of the pros/cons of the D0170 being sent by Suppliers versus the Registration Service. The full analysis can be found within the meeting papers. Main considerations included impacts as against existing processes, design logic, delivery impact, and the total number of impacted parties. The overall cost/impact was believed to be greater should Suppliers be required to send the D0170, given the number/scale of parties who would be required to make changes to systems, as opposed the relatively fewer parties who would be impacted should the Registration Service be required to send the flow. The Registration Service will also be the central orchestrator of Agent appointments under new arrangements, and data for the D0170 is held by the Registration Service. Both factors support the notion the flow should be sent by the Registration Service. The Chair noted the metrics on delivery impacts between both options, highlighting that regardless of the options chosen, there will be parties who need to make a change to their processes/systems. This decision was escalated to DAG owing to the impasse reached in terms of consensus at the MDSG and the views expressed in the participant feedback.

DAG Members Views

DY noted that the view of the number of Suppliers how may be required to make changes to systems was perhaps lower than stated, as many Suppliers use a shared systems service provider. DY noted the impacts of the changes on the Registration Service provider were likely to be substantial and potentially impact Programme milestones. The Chair asked for further detail, however DY advised they had no specific information but believed the impacts were significant. The Programme noted there were options to mitigate the time impacts of the change. The Programme noted this flow must be in place for M11 and the commencement of migration and reach a point of natural obsolescence as migration activities end.

RL asked for a walkthrough of when the D0170 would be sent, and whether it was a requirement of reverse migration also. The Programme advised the flow is only required for forward migration and another solution is being developed for reverse migration. The flow would be generated when new service providers have accepted their appointment. The D0170 is then generated and sent to the old service providers/agents to advise a change is happening and the site is migrating, which will indicate to them the site has moved into the new MHHS arrangements. RL noted the D0170 can current be used for response flow after the initial notification of de-appointment. The Programme advised it would be a 'one time' flow and if the Registration Service were to be the sender of the flow, they would take no responsibility for assurance of appropriate actioning by recipients of the flow and the D0170 would not be used for any response messaging, this being required to be undertaken bilaterally. The REC Representative noted an ongoing REC Change Proposal which seeks to resolve the need for any response messaging.

DJ thanked the Programme for the summary. They wished to understand how many systems across Suppliers would be affected. The representative advised the D0170 is for the benefit of Suppliers, and not DNOs, and noted Suppliers do not need to be ready for SIT whereas DNOs do. These factors may affect critical path activities for the commencement of SIT if the Registration Service is required to send the flow. The Programme noted feedback from some Suppliers was that they would also potentially be impacted in terms of SIT commencement if they are required to send the flow. As such the focus had been on delivery impacts, and this was why the Registration Service was being recommended as the sender. DJ further noted potential data quality issues which could occur if the Registration Service is chosen as the sender of the flow. The Programme noted this would be discussed in a data quality report but noted Suppliers would also face potential data quality risks.

SC commented the migration design places significantly more change on legacy systems that they were expecting. Potential impacts on SIT have not been quantified, and the representative believed either option may impact the delivery of Programme milestones given the change which would be required for the start of migration. As such, the assessment of impacts in terms of commencement of SIT could lead to a future need to consider a replan of SIT commencement dates.

The Programme concluded that the recommendation is that the Registration Service is the sender of the flow. This recommendation is based on the benefits of a central operator approach, the lower risk to the testing of migration specific SIT components, the lower overall industry change required and lower impacts and costs.

DAG Decision

The Programme advised a decision was required to help cement this aspect of Migration Design and support the assurance forum due to take place in March.

The Chair asked DAG members to vote on the following options:

- 1) Option 1 – Registration Service sends the D0170; or
- 2) Option 2 – Suppliers send the D0170.

DAG Members Votes:

Constituency	Option 1	Option 2	Abstained
DNO Representative		✓	
Elexon Representative (as central systems provider)	✓		
I&C Supplier Representative	✓		
iDNO Representative		✓	
Large Supplier Representative	✓		
National Grid ESO	✓		
RECCo Representative			✓
Small Supplier Representative	✓		
Supplier Agent Representative	✓		
Supplier Agent Representative (Independent Supplier Agent)	✓		
DCC Representative (as smart meter central system provider)	Constituency representative not in attendance		
Medium Supplier Representative	Constituency representative not in attendance		
Consumer Representative	Constituency representative not in attendance		

The DAG Chair noted the majority in favour of Option 1 and approved this option.

DECISION DAG-DEC-43: The DAG agreed by majority decision the Registration Service should be the sender of the D0170 data flow

3. Programme Change Requests

CR019 Replacement of D0242/D0315 for MHHS

FM advised a new Programme Change Request (CR) had been raised and routed to the DAG for a decision on issuance to Impact Assessment (IA) following validation by the Programme Change Board. FM provided an overview of the change, which seeks to introduce a new Data Integration Platform (DIP) data flow to replace certain Data Transfer Network (DTN) flows impacted by MHHS.

MH asked whether the proposed solution was stable. The Programme confirmed there was a detailed solution which had been developed via multiple Distribution Connection and Use of System Agreement (DCUSA) working groups and a new flow specification had been developed and included as an attachment to CR019. DJ confirmed they had attended the DCUSA working group and a robust development process had been undertaken. FM advised the Programme Change Board recommended the CR be issued for IA in view of the developed already undertaken via DCUAS working groups and given the stability of the proposed solution.

SC noted a complete DIP flow specification had been provided with CR019 but did not believe it was clear which MHHS process the flow would be inserted into. SC believed there would be impacts on transition work.

DAG concluded that CR019 should be issued for IA following updates to include detail on transition impacts and to append the DCUSA change to the CR for information. Once the requested updates have been made and the amended CR resubmitted to the Programme Change Board, the DAG agreed CR019 could be issued directly to IA.

Existing Programme Change Requests

The Programme advised CR017 (Licensed Distribution System Operator (LDSO) Registration Service Data Integration Platform (DIP) messages processing times) and CR018 (Registration Service Operating Hours) had been issued for IA, with responses requested by close of business 16 March 2023. The Programme requested DAG members encourage their constituents to respond to the IA.

DY advised DNOs had provided consolidated views on CR017 to the Programme which included requests for clarifications to be added to the CR. The Programme advised any material changes to CR017 would not be possible whilst the CR was at IA. The DAG considered whether the information provided by DNOs could be issued to parties to assist their IA responses, and whether a questions and answer session could be held to help inform participants IA responses.

ACTION DAG22-01: Programme to consider how further information provided by distributors on CR017 could be disseminated and whether a Q&A session should be held to assist parties in undertaking Impact Assessment of the change

4. Overview of MHHS Change Control Approach

Overview Change Control Approach

AW, the Programme PMO Change Lead, introduced themselves and provided an overview of the Programme's Change Control Approach. The DAG were advised the Programme Change Control Approach is a baselined document, which was reviewed by the IPA and approved by Ofgem. The Change Lead advised the Programme CRs raised to date have focussed on Programme governance and other Programme level activities, and as such have been reviewed and voted on by the Programme Steering Group (PSG). Recently more design focussed CRs have been raised which propose changes to the Design Baseline, and this is why more changes have been coming to the DAG.

The changes which have recently been submitted to DAG have incurred some pain points, and the Change Lead provided reassurance on this, outlining what the process requirements are and several proposed improvement points.

The proposed improvements include a change dashboard to be shared with DAG each month, and external webinar to provide an overview of the change control process. It was noted there are existing documents which support the change process and visibility of these will be increased. A guidance sheet is also under development to inform parties on the change process. An update will be made to the MHHS website to include a change dashboard.

DAG Comments

RL stated the proposed improvements were good and would address some feedback received from constituents. The representative requested better visibility of the IA response deadlines. The Change Lead noted the typical response window is ten working days and agreed to include better clarity on timelines to help participants with managing responses. RL also requested a view of 'who are impacted by changes' to help guide and prioritise responses, given the increasing level of CRs and finite resource available to review and respond.

CBu asked which distribution lists are being used to issued CRs for IA, believing DAG and the Design Authority (DA) should be included. The Change Lead confirmed CRs are issued to all Principal Contacts and notification is also provided via The Clock. The Change Lead agreed to include the DAG and DA when design related changes are issued and to take on other feedback on improvements to the Change Control Approach.

ACTION DAG22-02: Programme to include DAG and DA members when issuing CRs for Impact Assessment, and to take on other DAG feedback regarding improvements to the Programme's Change Control approach

The Change Lead provided an overview of the existing pathways for new CRs. Full details can be found within the meeting papers. The Change Lead highlighted the role of the Programme Change Board in validating and routing changes. One attendee asked why CRs are sent to an advisory group like DAG. The Change Lead responded this is about ownership of the decision to approve/reject a given CR following IA.

The Ofgem Representative considered whether the most agile approach would be for there to be a Subject Matter Expert at the Change Board who could help address points about whether the necessary information is present in the CR before

it proceeds to a decision group. The Chair suggested a Programme Subject Matter Expert (SME) should review the CR before it comes to the Change Board.

MH asked how the DA fits into the Change Control Approach. The Change Lead advised the DA process looks specifically at minor changes to the Design Baseline which have arisen following a Design Issue Notifications. Whereas the Programme Change Control Approach looks at Programme level changes including major change to the Design Baseline and other changes which could affect Programme milestones. The Design Resolution Group (DRG) is a subgroup of the DA which seeks to provide early insight on changes on the horizon and enable visibility, debate, and if necessary, development of changes which require deeper input. This helps to provide forward visibility of changes which may affect the Design Baseline.

The Chair summarised that design changes can be raised either as CRs, or via the DA process, both of which provide a mechanism to change the Design Baseline. The Chair requested DAG members provide any other suggested improvements on the Change Control Approach by 17 March 2023.

ACTION DAG22-03: DAG members to provide any further suggestions for improvements to the Change Control Approach to PMO@mhhsprogramme.co.uk by close of business 17 March 2023

5. Design Authority Updates

PP provided updates from the DA, noting the changes directed by the DAG to the DA as part of the completion of the Work-Off Plan were approved, and one item is still awaiting feedback from the Large Supplier Representative.

PP provided a summary of the changes discussed and approved at the last DA, noting several minor changes were approved, several were deferred for further information, and others were not discussed owing to the availability of time in the meeting. PP advised the changes not discussed would be picked up at the next DA meeting and discussed via the provision of a redlined artefact which addresses multiple Design Issue Notifications (DIN) in one. This should provide a quicker and more streamlined process to help the review and approval of minor DIN changes.

HE requested the DIN log is updated as quickly as possible to include the D008 work-off item. PP noted the large volume of other DINs being received, and how these required discussion with the raisers before entry into the DIN log and the Programme were striving to input these into the log. HE wished to see all items directed by DAG to the DA included within the log, and agreed to discuss this with PP offline.

6. CCIAG Update

The DAG were advised the CCIAG had successfully concluded and the primary output was the Consequential Change (CC) Log, from which a list of topics considered to be required as part of consequential change code drafting will be output to the Code Drafting Working Group (CDWG).

The group were advised no significant changes to the Design had arisen from the CCIAG. Several items were accepted as part of the core MHHS Design. However, the majority were concluded as progressing externally via Code Bodies, with any consequential change to be brought into Programme code drafting following solution development under respective codes.

The Ofgem Representative asked what would happen with any in flight discussions which may lead to consequential change. The Programme confirmed the CC Log is now closed. Any future change required to the MHHS Design or for inclusion on code drafting will need to be raised as a CR.

The DAG agreed the CCIAG is now closed, having successfully delivered its objectives.

DECISION DAG-DEC-44: Closure of the Consequential Change Impact Assessment Group (CCIAG) approved

7. Programme Updates

This item was taken as read.

8. Transition Plan Update

IS advised working groups (using the MDSG membership) will be held in the next weeks to develop the transition plan. The likely timescales for developing and baselining transition artefacts is 8-12 weeks. Consideration will be given to migration approach to the MHHS settlement timetable.

9. Minutes and Actions

DAG approved the Headline Report and amended Minutes of the DAG meeting held 11 January 2023 and the Headline Report and Minutes of the meeting held 08 February 2023. meetings held 31 October 2022 and 14 December 2022 with amendments.

DECISION DAG-DEC-45: Headline Report and amended Minutes of the DAG meeting held 11 January 2023, and Headline Report and Minutes of the DAG meeting held 08 February 2023 approved

The DAG reviewed outstanding actions by exception. Updates on each action are provided below:

ACTION DAG21.1-01: Programme to issue proposed DTN flow changes to DAG and Programme Participants prior to end of February 2023

A document detailing proposed DTN flow changes will be issued to DAG and Programme Participants.

Action ongoing.

ACTION DAG21.1-02: Programme to issue MPAN Linkage guidance to DAG and Programme Participants prior to end of February 2023

A guidance document will be issued to DAG in due course. See ACTION DAG21.1-03 below.

Action closed.

ACTION DAG21.1-03: Programme to confirm how MPAN Linkage guidance document and updated MHHS Design Artefacts will be issued

The guidance document will be issued to DAG via email and notification issued to Programme Participants via the Clock. Notification of the updated MHHS Design Artefacts has been issued via the Clock. CBU noted the document had not yet been published. PP advised a delay has occurred and the document is now due to be issued mid-March 2023. The group agreed to retain this action as ongoing.

Action ongoing.

ACTION DAG21.1-04: Programme to add wording to the Work-Off Plan completion report to reflect that minor changes required in relation to work-off items D-034d and D-053 are being issued to the Design Authority as 'pre-approved' changes to be scheduled in the next standard artefact release.

Version 2.0 of the DAG meeting papers for 16 February 2023 published on the [MHHS website](#).

Action closed.

ACTION DAG21.1-05: Programme to update DAG meeting slides to reflect that comments were provided by a Programme Participants on work-off item D-034b

See ACTION DAG21.1-05 above.

Action closed.

ACTION DAG21.1-06: Programme to confirm the versioning of the technical Design Artefacts

Technical Artefact version numbers have been uplifted as follows:

- End to End Solution Architecture v3.0
- End to End Non-Functional Requirements v3.0
- Physical Interface Specifications v1.0 (this aligns with the published version of Swagger)

Action closed.

ACTION DAG21.1-07: Programme to consider comments from DAG on CR018 and determine whether changes should be made and the CR resubmitted for decision on issuance to Impact Assessment

CR018 updated to accommodate feedback from DAG and resubmitted.

Action closed.

ACTION DAG21.1-08: Programme to consider whether change marked artefacts should be issued with Programme Change Requests and who would be expected to provide any change marking

To be considered as part of wider improvements to *MHHS-DEL171 Change Control Approach*.

Action ongoing.

ACTION DAG21.1-09: Programme to confirm whether small changes to Programme Change Requests requested by decision-making group prior to issuance for Impact Assessment must always return to the Programme Change Board for validation prior to issuance

See ACTION DAG21.1-08 above.

Action ongoing.

ACTION DAG21.1-10: Programme to advised CR014 Proposer how the update change can be submitted back into the Programme change control process

Proposer advised of next steps. POST-MEETING UPDATE: The Proposer of CR014 has now withdrawn the change.

Action closed.

ACTION DAG21.1-11: Programme to provide an overview of the CR process and Change Management Process at next DAG meeting

Overview of Programme Change Control Approach provided under agenda item 4 above.

Action closed.

ACTION DAG21.1-12: Programme to confirm whether migration Design Artefacts will be submitted to the 08 March 2023 DAG for approval

Migration Design Artefacts will be submitted to DAG for approval at an extraordinary meeting to be held 31 March 2023. At the DAG meeting on 08 March 2023, the group were asked for a decision on who should be the sender of the D0170 flow (see agenda item 2 above).

Action closed.

ACTION DAG21.1-13: Programme to confirm when the DIP detailed design artefacts will be submitted to DAG

SJ requested an update on this action. IS advised a review had been undertaken of all the artefacts related to the DIP detailed design. The Programme's DIP delivery team are now reviewing these and the artefacts will be submitted to DAG in due course.

Action ongoing.

ACTION DAG21.1-14: Programme to advise where existing approved DIP artefacts are published and confirm whether they will be published in future

DIP Artefacts are available on the [Data Integration Platform \(DIP\)](#) area of the Collaboration Base.

Action closed.

ACTION DAG21-01: Programme to confirm how archived versions of Design Artefacts can be made available

Archived artefacts will not be published through Programme channels to preserve the integrity of the baselined artefacts and avoid any confusion. Participants are welcome to request archived version by email, and this will be considered, with any documents provided being marked as archive/uncontrolled.

Action closed.

ACTION DAG21-02: Programme to ensure CR015 is published on the MHHS website

CR015 is available via the [Programme Change Control](#) page of the MHHS website.

Action closed.

ACTION DAG21-03: Programme to consider publishing a log of Programme Change Request, and whether changes progressing via the Design Authority should be published within the same log

See ACTION DAG21.1-08 above.

Action ongoing.

ACTION DAG21-04: Proposer to consider amendments to CR017 to: reference BSCP501; include clarity on whether it is people, services or systems which will only operate in-hours, and; to provide detail on impacts to SLAs.

Amended CR017 resubmitted and revalidated by the Programme Change Board.

Action closed.

ACTION DAG21-05: DAG members to provide any additional comments on CR017 directly to the Proposer

Proposer advised no further comments received.

Action closed.

ACTION DAG21-06: Programme to raise Change Request (CR) to provide an alternative option to the solution options detailed in CR017 (LDSO Registration Service Dip messages processing times)

CR018 raised and discussed at extraordinary DAG 16 February 2023. Updates agreed to be made and CR will be issued for Impact Assessment alongside CR017.

Action closed.

ACTION DAG20.1-01: Programme to consider how to increase awareness of the Programme change request process and Design Change Management Procedure for Participants (e.g. webinar, newsletter article, etc.)

To be consider as part of wider improvements to *MHHS-DEL171 Change Control Approach*. Current considerations are around hosting a webinar, bringing an overview to each constituency-based group, and creating a quick guide.

Action ongoing.

ACTION DAG20.1-02: DNO Representative to issue draft Programme Change Request on registration service operating hours to DAG for comment ahead of Programme Change Board on 06 February 2023

CR017 raised and discussed at DAG 08 February 2023. Updates agreed to be made and CR will be issued for Impact Assessment alongside CR017.

Action closed.

ACTION DAG20.1-03: Programme to confirm governance requirements and timelines for potential changes to DTN messages and provide update to DAG (e.g. confirm any design elements of changes which may require approval by DAG)

Latest update added to M5 Work-Off Plan - Final DAG Report and proposed DTN changes would be subject to review by DAG. Work off item agreed closed (D-025).

Action closed.

ACTION DAG20.1-04: Programme to confirm which role code MDS would use (current presumption is SVA code)

IS advised this question was still being discussed internally.

Action ongoing.

ACTION DAG20.1-05: Programme to confirm whether additional testing is required for new roles agreed as part of the work-off item D-034a

Test planning will incorporate considerations regarding exchange of flows between MHHS parties and therefore will cover the use of designated role codes.

Action closed.

ACTION DAG20.1-06: Programme to confirm whether is Calculation Self-Assessment Document (CSAD) requirements are within scope of Programme code drafting work

Latest update added to M5 Work-Off Plan - Final DAG Report. Work-off item closed (D-011).

Action closed.

ACTION DAG20.1-07: Elexon to submit complex site metering issue to item to Design Authority via a Design Issue Notification for to enable prioritisation of discussion as part of the Design Change Management Procedure

MH asked for information on what Elexon were expected to submit to the DA. FM offered to provide an excerpt from the relevant meeting minutes.

Action ongoing.

ACTION DAG20.1-08: Large Supplier Representative to provide further detail on constituency views on work-off item D008 (Complex Site Arrangements) and proposed alternative

Action now assigned to Large Supplier Representative on the Design Authority group.

Action closed.

ACTION DAG20.1-09: Programme to confirm which release note addresses work-off item D-009 (Rejection of MDR Notification to DCC) and how Programme Participants would be given visibility of the changes to Design Artefacts

Latest update added to M5 Work-Off Plan - Final DAG Report. Work-off item closed (D-009).

Action closed.

ACTION DAG20.1-10: Programme to confirm the governance arrangements for approval of the DIP detailed design (e.g. design elements to be approved by DAG and code drafting elements to be approved by CCAG)

DIP detailed design will be submitted to DAG for approval. See ACTION DAG21.1-13.

Action closed.

ACTION DAG20.1-11: Programme to provide guidance on the linking of import/export meters (D-033 – MPAN Linkage (Related & Import/Export)) and consider whether any clarificatory additions to the associate Design Artefact are required

See ACTIONS DAG21.1-02 and DAG21.1-03 above. Clarifications added to Design Artefact prior to re-baselining, and these are detailed in the M5 Work-Off Plan - Final DAG Report.

Action closed.

ACTION DAG20.1-12: Programme to consider how to provide clarity on the data services for import/export meters and how Programme Participants can be given visibility of this

Note guidance to be issued under ACTION DAG21.1-02. IS advised they would ensure this is included in the guidance issued. Action retained to confirm clarity provided.

Action ongoing.

ACTION DAG20-02: Programme to provide views on DNOs as central system providers

FM advised this action arose following confirmation by the Programme that the Registration Service provider is not considered a Central System Provider per the Programme's defined term. This is because whilst the Registration Service is considered a Core Capability, as per the Programme's defined term, the Registration Service provider is not responsible for the provision of the service, this being a DNO requirement under licence. This led to the question of whether DNOs are considered Central System Providers.

FM advised the question of whether DNOs are considered Central System Providers is largely moot as DNOs already have constituency representation at all decision-making MHHS governance groups. This is in accordance with other Central System Providers such as Elexon, DCC, and RECCo. FM noted Elexon technically hold two seats at the Cross Code Advisory Group (CCAG) as there is one representative for Elexon Central Systems, and another representing the Balancing and Settlement Code (BSC).

FM invited any questions or comments, to which none were received.

Action closed.

ACTION DAG20-03: DAG members to provide any views on the role of DAG post M5 Work-Off Plan completion to support review of DAG ToR

The Chair advised views continue to be invited, and an updated Terms of Reference (ToR) would be presented to DAG in May 2023.

Action ongoing.

ACTION DAG20-04: Programme to provide update on status of DTN interface specification and logical data model

Logical data model is now baselined and available via the Programme Collaboration Base. The DTN interface specification will be issued per ACTION DAG21.1-01.

Action closed.

ACTION DAG20-05: Programme to update DA ToR to include a minimum number of reps for quoracy

DA ToR updated to include minimum quoracy.

Action closed.

ACTION DAG20-06: Programme to clarify whether DA as closed group can operate as a L4 MHHS governance meeting

Clarification provided to DAG alongside publication of DAG 11 January 2023 minutes. DA can operate as a closed group providing this is detailed within the group's ToR.

Action closed.

ACTION DAG20-07: Programme to provide guidance and examples on how Programme change processes will operate

Examples provided of types of change and how procedure will operate at the first DA meeting. The DA meeting papers are available on the [Programme Collaboration Base](#).

Action closed.

ACTION DAG20-08: Programme issue reminder to DAG members for appointments

Reminder issued. Majority of seats now filled. Vacant seats include: DCC Representative, Medium Supplier Representative, National Grid ESO, Consumer Representative.

Action closed.

ACTION DAG20-09: Programme to confirm how transition/migration artefacts will be baselined

Migration artefacts will be baselined via DAG using same process as core design. Transition design artefacts will progress via DAG also for approval.

Action closed.

ACTION DAG20-10: Programme to issue update on remaining work-off items to DAG

Updates on the outcomes of all work-off items are available in the M5 Work-Off Plan - Final DAG Report, available on the [MHHS website](#).

ACTION DAG20-11: Programme to consider what items should be brought to 08 February 2023 DAG meeting to confirm whether the meeting should be ahead

Meeting held.

Action closed.

ACTION DAG19-01: Programme to issue update on migration / transition activities and plan

Migration Design plan to be discussed under agenda item 2 at DAG 08 March 2023. Transition update to be provided under agenda item 8.

Action closed.

ACTION DAG19-02: Ofgem to provide information on assumed half-hourly data opt-out rates

Awaiting Ofgem response. AMF advised this would be discussed internally and a response provided.

Action ongoing.

ACTION DAG19-04: Programme to ensure formal Programme Change Request is raised in relation to work-off item D-012 (E7/E10 differential settlement)

CR015 approved at PSG 01 January 2023 (Option A).

Action closed.

ACTION DAG19-05: Programme to issue draft CR relating to D-013 (Registration Service Operating Hours) to DAG for review prior to formal submission

CR017 and CR018 raised.

Action closed.

ACTION DAG17-02: Chair to review the DAG Terms of Reference to ensure there is clarity over the role of DAG post-M5

Comprehensive review underway and proposed new Terms of Reference targeted for submission to May 2023 DAG. Views from DAG members continue to be invited, per ACTION DAG20-03.

Action ongoing.

ACTION DAG17-09: Programme to update M5 Design Baseline Report to include additions agreed at DAG 31 October

Action now superseded by M5 Work-Off Plan - Final DAG Report, available on the [MHHS website](#).

Action closed.

10. Summary and Next Steps

FM summarised the meeting actions.

SC asked whether there was a published list of baselined design artefacts, noting some confusion over whether the artefacts published on the Programme Collaboration Base are baselined or still in draft. SC noted there were some artefacts which were not yet baselined, but it was not clear which. The Programme agreed to ensure there is clarity on where baselined Design Artefacts are published.

ACTION DAG22-04: Programme to provide clarity on which Design Artefacts published on the Programme Collaboration Base are baselined
--

Date of next Design Authority: 23 March 2023 2pm

Date of extraordinary DAG: 31 March 2023 10am

Date of next DAG: 12 April 2023 10am