MHHS Design Advisory Group (DAG) Minutes and Actions

Issue date: 17/05/2023

Meeting number	**DAG024**	Venue	**Virtual – MS Teams**
Date and time	**10 May 2023 10:00-13:00**	Classification	**Public**

Attendees:

Chair	Role
Justin Andrews (Chair)	Chair

Industry Representatives

Carolyn Burns (CBu)	Small Supplier Representative
Donna Jamieson (DJ)	iDNO Representative
Haz Elmamoun (HE)	Large Supplier Representative
Neal Medley (NM) (on behalf of David Yeoman)	DNO Representative
Neil Dewar (ND)	National Grid ESO
Riccardo Lampini (RLam)	Elexon Representative
Robert Langdon (RLan)	Supplier Agent Representative
Sarah Jones (SJ)	RECCo Representative
Seth Chapman (SC)	Supplier Agent Representative
Vladimir Black (VB)	Medium Supplier Representative

MHHS

Berlinda Kugara (BK)	Design Team
Fraser Mathieson (FM)	PMO Governance Lead
Ian Smith (IS)	Design Manager
Richard Gwatkin (GW)	DIP Lead
Robert Topley (RT)	Design Team

Other Attendees

Andy MacFaul (AMF)	Ofgem
Colin Bezant (CBe)	IPA
Daniel Arrowsmith (DA)	National Grid ESO Observer
Danielle Walton (DW)	Ofgem
Saima Sabir (SSa)	IPA
Sarah Barry (SB) (part meeting on behalf of Vladimir Black)	Medium Supplier Representative

Apologies

Andrew Green	I&C Supplier Representative
Caroline Farquhar	Consumer Representative
Stuart Scott	DCC Representative (as smart meter central system provider)

New / Outstanding Actions

Area	Ref	Action	Owner	Due Date
Minutes and actions	DAG24-01	Programme to provide an update on status of paper on complex site/ MPAN linkage	Programme (Rob Short)	14/06/23
Summary and Next Steps	DAG24-02	Programme PMO to confirm timing of next design assurance forum	Programme (PMO)	12/05/23
	DAG24-03	Programme to confirm next steps on CR018	Programme (Ian Smith)	15/05/23
Previous Meeting(s)	DAG17-02	Chair to review the DAG Terms of Reference to ensure there is clarity over the role of DAG post-M5	Chair	14/12/2022
	DAG19-02	Ofgem to provide information on assumed half-hourly data opt-out rates	Ofgem (Jenny Boothe)	11/01/2023
	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
	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 Team)	10/05/2023
	DAG20.1-04	Programme to confirm which role code MDS would use (current presumption is SVA code)	Programme (Ian Smith)	15/02/2023
	DAG20.1-12	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
	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)	10/05/2023
	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)	10/05/2023
	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)	10/05/2023
	DAG22.1-01	Programme to be clear on the impact any Change Requests will have on Design documents in the future	Chair (Justin Andrews)	12/04/2023
	DAG22.1-05	Programme to come back on concerns over quality issues and discrepancies of issued material and documentation (e.g., DES-196)	Programme (Design Team)	12/04/2023
	DAG23-06	Clarify expectations on evidence required to be provided against SIT criteria against baselined versions of design documents – i.e. which versions of documents would evidence be required against at the point of evidence submissions	Programme (Paul Pettitt)	10/05/23
	DAG23-08	Progress activity on developing and sharing a design knowledge base – to share common design queries that come into the Programme but do not make it onto the DIN log (i.e., design queries that do not result in changes to artefacts)	Programme (Paul Pettitt)	10/05/23

Area	Dec Ref	Decision
Minutes and actions	DAG-DEC50	Minutes of DAG meeting held 08 March 2023 approved

Minutes

1. Welcome and Introductions

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

2. Minutes and Actions

The minutes of the DAG meeting held 08 March 2023 were approved with no amendments.

DECISION DAG-DEC50: Minutes of DAG meeting held 08 March 2023 approved

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The DAG reviewed the outstanding actions. The full action wording can be found within the meeting papers, and a summary of key discussions is provided below:

DAG17-02: See agenda item 6. Ongoing.

DAG19-02: Update to be provided at next DAG meeting. Ongoing.

DAG20-03: Action related to DAG17-02. Ongoing.

DAG20.1-01: Action part of wider review/improvements to Programme change control. Ongoing.

DAG20.1-04: The Programme advised the continued assumption is the SVA code will be used. Confirmation required from Helix. Ongoing.

DAG20.1-12: The Programme clarified this action related to rules within the MHHS Design which allow the import/export Data Collector to be different, which is a change from current arrangements. The Programme have published a paper on complex sites/inked MPANs and a further action was taken for the Programme to provide an update on status of this paper . Ongoing.

ACTION DAG24-01: Programme to provide an update on status of paper on complex site/ MPAN linkage

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DAG21-03: The Programme advised a new consultation dashboard has been published in the MHHS website alongside the Design Issue Notification (DIN) Log. The Programme clarified how DINs process through review by the MHHS Design Team, to Programme Change Request (CR), and then to release. DAG members were advised the DIN Review is the right juncture for parties to review and comment on upcoming design changes, and this will assist the Programme in managing the configuration and release of changes. Change marked Design Artefacts will be published alongside the relevant CR and then released as an incremented version of the related Design Artefact. Ongoing.

DAG22.1-01: Action retained as part of wider review/improvements to Programme change control. Ongoing.

DAG22.1-05: Action retained until release date of revised DES-196 confirmed. Ongoing.

DAG21.1-08: Action part of wider review/improvements to Programme change control. Ongoing.

DAG21.1-09: Action part of wider review/improvements to Programme change control. Ongoing.

DAG21.1-13: The Programme advised the Code of Connections and PKI Interface documents have been issued for informal review, and a webinar will be held 11 May 2023 to provide an overview of these. The documents will then be issued for formal review and submitted to DAG for comment. Closed.

DAG23-01: Confirmation of the timeline, dates, and process for the sharing of DIP design documents with industry will be provided at the webinar (see DAG21.1-13 above). Closed.

DAG23-02: Action related to DAG22.1-05. Closed.

DAG23-03: Constituency groupings have been updates. Closed.

DAG23-04: A revised CR018 was published with the May DAG meeting papers and discussed under agenda item 4 below. Closed.

DAG23-05: CR019 has been added to the DIN Log (see DIN-246), to enable scheduling and management of the release of this approved change.

DAG23-06: The Programme acknowledged that changes to SIT criteria which arise as part of changes to the MHHS Design need to be flagged to participants. One attendee highlighted challenges with knowing which versions of Design Artefacts SIT evidence should be provided against. DAG members were encouraged to review the DIN Log in conjunction with Design Artefacts to understand the pipeline of upcoming change and enable assessment of impacts on PIT/SIT evidence. The Programme are seeking to prioritise the release of changes which may impact SIT criteria in Interim Release 1 (June). There are other known changes scheduled for Interim Release 2 (July), and no changes which impact SIT evidence currently scheduled for Interim Release 3 (September). It is likely to expect further changes may arise as part of the DIN process, and parties should keep abreast of upcoming changes by reviewing the DIN Log and contacting the MHHS Design Team where required. It was noted this challenge may be resolved as part of the ongoing change control review but a resolution is required urgently as some parties are already entering PIT and SIT will commence after this. The group agreed to retain this action until the change control review and improvement is complete . Action ongoing.

CBu requested upcoming Design changes be linked to Programme milestones and deliverables to assist parties' understanding of impacts. CBu urged the Programme to provide a deadline for the completion of the change control review noting some parties are already undertaking PIT and will progress to SIT shortly after. CBu advised uncertainty around SIT criteria was causing nervousness for parties.

DAG23-07: The wording of the high-level change management process on the MHHS website has been amended to incorporate the ability to release 'signed off' design issues within a CR, should other design issues in the same CR require further work. Closed.

DAG23-08: The Programme advised a wider review is ongoing on content which could be published as part of a Programme Knowledge Base. The DAG were advised that over 1000 comments and questions had been received as part of the DIN process, and this meant there was a substantial level of knowledge available, but a need to find a practical and valuable may of making this accessible which will not create any confusion amongst participants. The group agreed to retain the action until this review is complete. Ongoing.

DAG23-09: Design change timeline slides were shared alongside the Headline Report of the April DAG. Closed.

3.   Programme Updates

The Programme highlighted the design assurance survey issued to Programme Participants (PPs) and the deadline for responses of 30 May 2023. The Chair encouraged DAG members to visit the design assurance page of the MHHS website which provides information on the process.

4.   Change Requests

The Programme provided an update on Programme Change Request (CR) 018 (*Registration Service Operating Hours*).*Registration Service Operating Hours*). The Programme requested DAG members' comments be provided by close of business 10 May 2023 and advised that feedback will be reviewed, and any amendments will be undertaken to the updated Change Request. CR018 will then be re-issued for Impact Assessment (IA). DJ advised that LDSOs have comments and will submit these by the deadline. DJ stated LDSOs would not approve the CR in its current form as they believed some comments had not been incorporated. The Programme requested LDSO comments are provided as soon as possible to avoid continued delays to the approval (or rejection) of the CR. DJT advised LDSOs will provide a change marked version of the CR and work with the Programme to revise the CR such that it can be approved without further comments.

DAG members discussed the approval timeline for CR018 and the process for undertaking changes to Design Artefacts, emphasising these require careful consideration. The Programme acknowledged the view of some participants that ambiguities exist regarding how messages are processed outside of regular business hours. It is unclear whether this applies only to weekdays or includes weekends. AW highlighted RECCo concerns about messages in the Secured Active Window, which are believed to have either been misinterpreted from the MHHS Design or require an update to CR018. The Programme assured members it will hold conversations directly with commenters and update CR018 as needed before reissuing for IA. SC stated they found it hard to understand what changes to Design Artefacts would be required from CR018. HE advised the Large Supplier Constituency have requested the next IA on CR018 should be ten working days, which several DAG members agreed with. The Programme agreed to consider this.

The IPA cautioned that a decision is needed on CR018 or there is risk of delay to other areas of the Programme and undue impacts on participant design, build and test activities. The IPA highlighted the numerous comments provided by DAG members since CR018 was raised and that the CR had consistently returned to DAG without a decision being forthcoming. The IPA urged DAG to reach a decision on CR018.

The Programme assured members that all comments will be reviewed, and parties contacted for discussion on resolution of comments. The Programme reminded DAG members of the deadline for submission of comments (10 May 2023) after which the CR will be amended and re-issued for IA. The Programme noted a decision will be made on whether to go ahead with an extraordinary DAG currently scheduled for 25 May 2023 following receipt of comments and consideration of the scale of changes to be made to the CR and the duration of any further IA window.

<u>CR022</u>

The DAG were advised CR022 will be discussed at an extraordinary PSG meeting to be held 12 May 2023, where a decision will be taken on whether to recommend to Ofgem that changes be made to the Level 1 Programme milestones, and CR022 approved. Ofgem are then expected to make a decision on or before 08 June 2023, and the PSG will seek to re-baseline the Programme Plan at its 08 June 2023 meeting.

<u>CR015</u>

The Programme provided an update on CR015, advising a Design Resolution Group (DRG) will be held 18 May 2023 to review Interim Release 1 [POST MEETING NOTE: The DRG has been rescheduled to 24 May 2023 3pm]. SJ raised concerns the process was slow and asked when changes to Design Artefacts will be available for review and agreement. DAG members raised concerns over current review and release timeframes for approved DINs and CRs. The Programme noted the current baselined versions of the Design Artefacts are v5.0. Interim Release 1 will lift this to v5.1, with change marked documents provided. Change marked artefacts for Interim Release 2 will be issued with the assumption the v5.1 Design Artefacts are approved. The majority of changes are minor.

<u>CR019</u>

The Programme advised CR019 had been added to the Design Issues Notification (DIN) Log (see DIN-246), and the change marking of Design Artefacts and release will be managed as part of the design change management process.

DAG members commented on an apparent lack of progress with implementation of approved CRs, given the IPA's comments on the timeliness of decisions (e.g. CR018).

5.   Design Authority (DA) updates

The Programme provided an update on Interim Release 1. In summary, there were 266 items in the DIN Log and Interim Release 1 will seek to resolve 138 of these changes. Release 1 was issued for assurance comments and with a deadline of 09 May 2023. Over 200 comments were received on Release 1 from 12 constituents. The Programme will review these comments and process updates which may be required with an assurance forum to be held 26 May to review any changes, outstanding comments, or dissensus. The RECCo Representative raised concern over the traceability between changes to the Design Artefacts and items in DIN Log, stating around 50% of changes had not been clearly denoted as emanating from a DIN. The Programme responded that a number of changes to the Design Artefacts had been made before the DIN log was created but these were typographical and did not change the requirements.

The Programme noted that if there were contentious comments on changes , this could be carved out from Interim Release 1, reviewed by an appropriate governance group, and scheduled for further development/release.

The DAG discussed various concerns with the design review process. Concerns were raised over design mailbox response times, the timeliness of the implementation of approved changes, and the ability of parties to trace changes back to a relevant DIN. Several members advised they were not able to tell whether changes within the revised Design Artefacts issued for review were as a result of a DIN, and as such, could not say whether the DINs had been resolved.

DAG members also noted that both major and minor changes could have unexpected effects on process interpretation and not being able to trace them back raised concerns. Another member expressed nervousness over deadlines and tension with the quality of reviewed documents. The Chair asked the Design Team to improve the timeliness of DIN and change process and responses new queries raised to the Design Team and to the DIN Log. DAG members discussed upcoming releases and questioned whether Interim Release 3 was scheduled for after PIT commencement and how the release of amended Design Artefacts would be managed. The Programme agreed to consider these points.

6.   DAG ToR Review

The Chair highlighted the need to revise DAG's ToR as the focus shifted from design to delivery. It was noted that no target date currently set on a revised ToR, as this work is dependent on wider Programme Governance and Change Control Approach updates which remain ongoing. Any changes in DAG's scope will need to be captured in the revised ToR, alongside the agreed shift in delivery focus.

7.   Summary and next steps

FM summarised the meeting actions.

DAG members requested confirmation regarding the date of the next design assurance forum, as well as further clarity on the next steps for CR018. This should cover the review period timelines and whether an extraordinary DAG will be convened.

ACTION DAG24-02: Programme PMO to confirm timing of next design assurance forum

ACTION DAG24-03: Programme to confirm next steps on CR018

DAG members discussed whether IF004 will be entered into the DIN Log. The Programme responded this would be reviewed and a response provided on how the IF004 document is to be used, with a DIN raised if necessary.

Date of next meetings:

DAG: 14 June 2023

Design Resolution Group: 24 May 2023 3pm

BPRWG & TDWG Design Assurance Forum (Transition Design Artefacts Tranche 1): 24 May 2023 1pm

BPRWG & TDWG Design Assurance Forum (Interim Release 1 Review): 26 May 2023 1pm