Design Advisory Group #26
12 July 2023

Version 1.0

MHHS-DEL1382

Agenda (1 of 2)

#	Item	Objective	Type	Lead	Time	Page
1	**Welcome**			Chair	10:00-10:05 *5 mins*	1
2	**Minutes and Actions**	Approval of minutes and review of actions	Decision	Secretariat	10:05-10:25 *20 mins*	4
3	**DIP Design Documents**	Decision on approval of Code of Connection & PKI Policy	Decision	Programme (Richard Gwatkin)	10:25-10:40 *15 mins*	
4	**DES-196 D-Flow and Interface Mapping**	Decision on approval of DES-196	Decision	Programme (Matt McKeon)	10:40-10:50 *10 mins*	
5	**CR027 Impact Assessment**	Decision on issuance of CR027 to Impact Assessment	Decision	UKPN (Peter Waymont) & DNO Rep (Catherine Duggan)	10:50-11:00 *10 mins*	
6	**CR024 & CR025 Decision**	Decision on approval of Programme Change Requests CR024 & CR025	Decision	Chair & RECCo (Sarah Jones)	11:00-11:10 *10 mins*	
7	**CR017 & CR018 Next Steps**	Decision on next steps on CR07 & CR018	Discussion	Programme	11:10-11:25 *15 mins*	
	Break (10 mins)					
8	**Interim Releases and DIN Log**	Update on Interim Releases and DIN Log	Information	Programme (Paul Pettitt)	11:35-11:45 *10 mins*	
9	**Programme Change Requests**	Update on Change Requests relevant to DAG	Information	Programme (PMO)	11:45-11:55 10 mins	
10	**Programme Change Control Process**	Update on the Change Control Process and PSG decision	Information	Programme (PMO)	11:55-12:05 *10 mins*	
11	**DAG Terms of Reference Review**	Verbal update on DAG ToR review	Information	Chair	12:05-12:10 *10 mins*	

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#	Item	Objective	Type	Lead	Time	Page
12	**Programme Updates**	Updates from other MHHS governance groups and wider Programme updates	Information	Programme (PMO)	12:10-12:15 *5 mins*	
13	**Summary and Next Steps**	Summarise key discussions, actions, and next steps	Information	Chair & Secretariat	12:25-12:35 *10 mins*	
	Attachments	Attachment 1 – Interface Code of Connection v0.8 Attachment 2 – DIP PKI Certificate Profiles v1.0 Attachment 3 – DIP PKI Policy v0.4 Attachment 4 - DES-196 D-Flow and Interface Mapping Attachment 5 – CR027 DUoS E-Billing DIP Message for MHHS v1.0 Attachment 6 – CR024 Data Item Names and Descriptions v1.0 Attachment 7 – CR025 DIP Interface Name Changes v1.0 Attachment 8 – CR024 & CR025 Supporting Evidence v1.0 Attachment 9 – CoCo & PKI Consolidated Comments Log v0.2 Attachment 10 – Comments Log for DES-196				

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Minutes and Actions

DECISION: Approval of minutes and review of actions

Secretariat

30 mins

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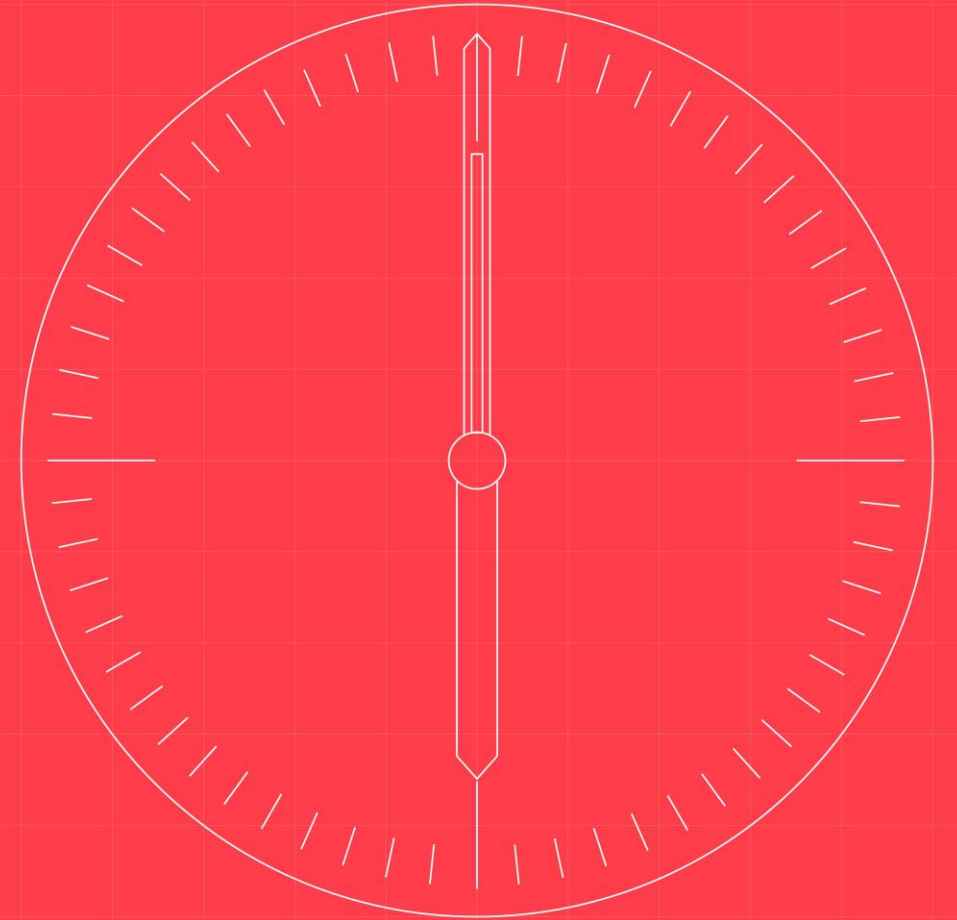
Minutes and Actions Review (1 of 2)

- Approve Headline Report and Minutes of DAG held 14 June 2023

- Review outstanding actions:

Ref	Action	Owner	Due	Latest update
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	RECOMMEND CLOSED: To be covered in agenda item [10].
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	RECOMMEND CLOSED: To be covered in agenda item [10].
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 Team)	14/06/2023	RECOMMEND CLOSED: Webinar to be held 27 July 2023. Please contact PPC@mhhsprogramme.co.uk if you would like to attend. To be discussed under agenda item 10.
DAG20.1-04	Programme to confirm which role code MDS would use (current presumption is SVA code)	Programme (Design Team)	15/02/2023	ONGOING: Update to be provided in meeting.
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 (Design Team)	12/04/2023	ONGOING: Update to be provided in meeting.
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)	14/06/2023	RECOMMEND CLOSED: Current approach is CRs are approved and then redlining is provided. This is aimed at enabling resource management and avoiding nugatory work. However, the Programme will seek to provide redlining ahead of decision where feasible.
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)	10/05/2023	RECOMMEND CLOSED: MHHS Programme Knowledge Base is now live on the Programme Collaboration Base. This covers all types of queries not just design.
DAG24-01	Programme to provide an update on status of paper on complex sites/MPAN linkage	Programme (Rob Short)	14/06/2023	RECOMMEND CLOSED: DEL1059 available on the Programme Collaboration Base.
DAG25-01	Programme to ensure clarity on current baselined artefacts by including all artefacts in the release note and indicating the current version number and whether any changes have occurred	Programme (Paul Pettitt)	05/07/2023	RECOMMEND CLOSED: This has been completed in Interim Release 2.

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Minutes and Actions Review (2 of 2)

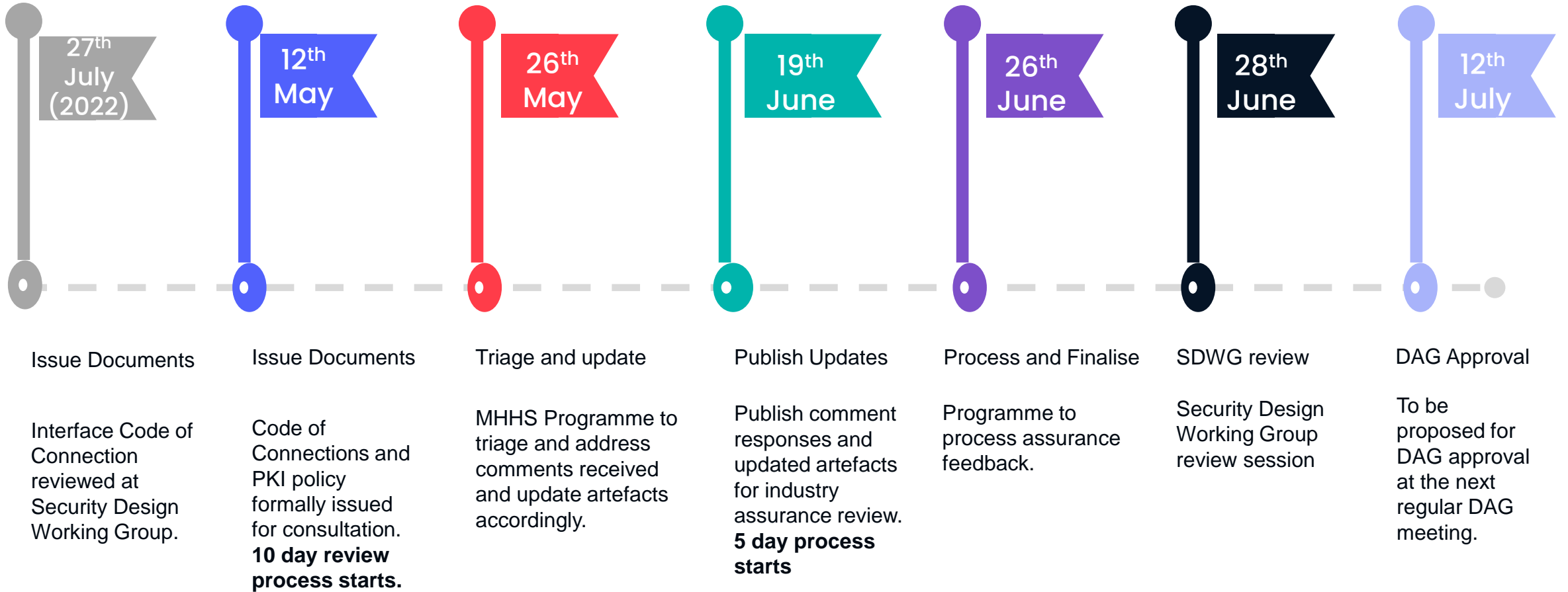| Ref	Action	Owner	Due	Latest update
DAG25-02	Programme to confirm how design releases interact with testing	Programme (Lee Cox)	12/07/2023	RECOMMEND CLOSED: See Appendix 3 *Interim Releases vs SIT Entry*
DAG25-03	Programme to ensure Transition Design artefacts are released and uploaded to the Programme Collaboration Base as required	Programme (Kevin Spencer)	ASAP	RECOMMEND CLOSED: Transition Design artefacts have been updated on the Programme Collaboration Base.
DAG25-04	RECCo to update CR025 to correct name	RECCo (Sarah Jones)	ASAP	RECOMMEND CLOSED: Title within CR document updated. CR issued to Impact Assessment. To be discussed under agenda item 6.
DAG25-05	Programme to hold bilateral with LSC to provide overview of Fast Track process	Programme (Paul Pettitt)	12/07/2023	RECOMMEND CLOSED: Bilateral session held between Programme and Large Supplier constituency. Overview of Fast Track Design Update process provided.
DAG25-06	Programme to issue Fast Track Design Update Process slides to DAG	Programme (PMO)	21/07/2023	RECOMMEND CLOSED: Issued alongside June DAG Headline Report on 20 June 2023. Available here.

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DIP Design Documents

DECISION: Decision on approval of Code of Connection & PKI Policy

Programme (Richard Gwatkin)

15 mins

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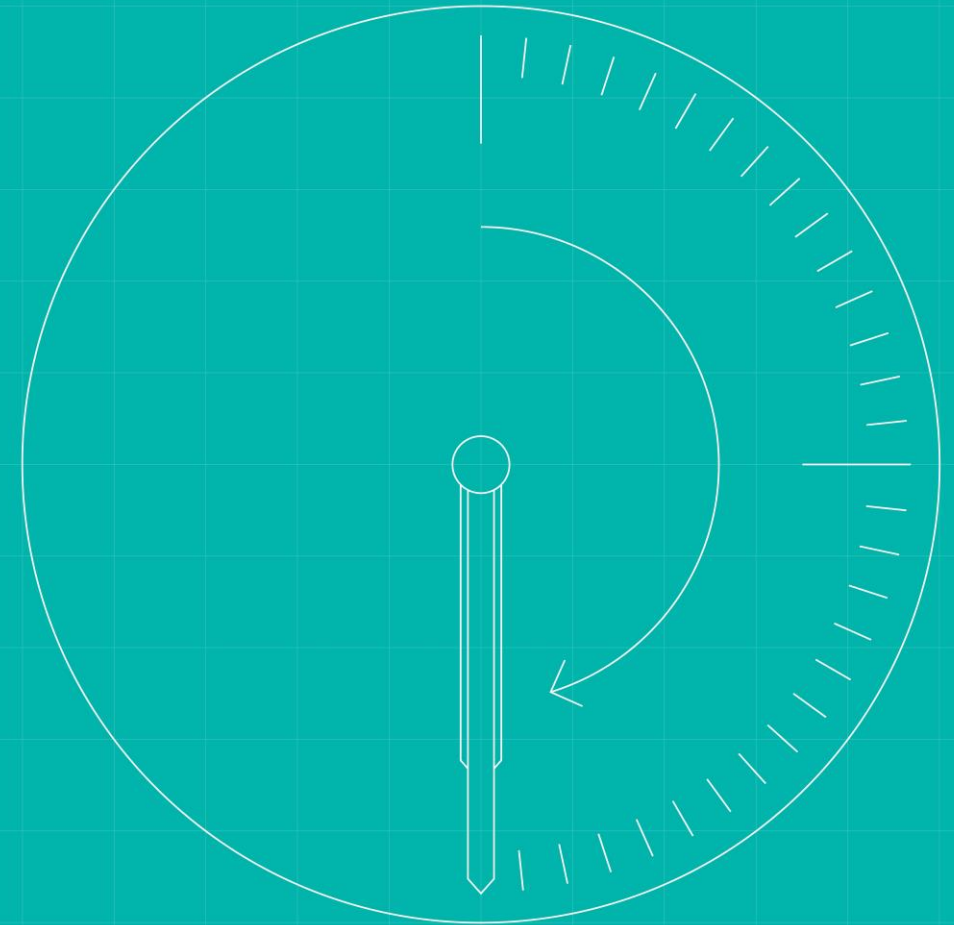
Interface Code of Connection & PKI Timeline

27th July (2022)

Issue Documents

Interface Code of Connection reviewed at Security Design Working Group.

12th May

Issue Documents

Code of Connections and PKI policy formally issued for consultation. **10 day review process starts.**

26th May

Triage and update

MHHS Programme to triage and address comments received and update artefacts accordingly.

19th June

Publish Updates

Publish comment responses and updated artefacts for industry assurance review. **5 day process starts**

26th June

Process and Finalise

Programme to process assurance feedback.

28th June

SDWG review

Security Design Working Group review session

12th July

DAG Approval

To be proposed for DAG approval at the next regular DAG meeting.

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The Code of Connection document for the DIP Service Interface, defines the interface usage requirements and responsibilities for Market Participants and 3rd parties to securely exchange information. It complements the MHHS-E2E001 - End-to-End Solution Architecture document, prepared for connecting participants by the MHHS Programme.

2 Artefacts were produced:

MHHS-DEL1197 Interface Code of Connection v0.8 (see Attachment 1)

MHHS-DEL1387 DIP PKI Certificate Profiles v1.0 (see Attachment 2)

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Public Key Infrastructure (PKI) is a system of processes, technologies, and policies that allows you to encrypt and sign data. Avanade have integrated a PKI as a Service (PKIaaS) from GlobalSign for use within the DIP this is a dedicated certificate authority. This is referred to as the DIP Certificate Authority (DCA).

The DIP PKI Policy which is derived from the GlobalSign Certificate Policy defines how he DIP Manager, Market Participant and 3rd Parties interact with the DCA and the rules applicable when using DIP PKI Certificates (Predominantly Certificate Signing Requests and Certificate Revocation Requests)

The DCA issues mTLS certificates which are used to securely connect to the DIP and DCA issued Digital Signing Certificates which are used to digitally sign messages for the purpose of integrity and on-repudiation.

1 Artefact was produced:

MHHS-DEL1210 DIP PKI Policy v0.4 (See Attachment 3)

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240 Comments were raised against the Code of Connection and 88 comments raised against the DIP PKI Policy which have been responded to. The only outstanding exception is an aspect of Digital Signing raised by a participant as a performance improvement. Also, clarifications raised regarding on-boarding and enduring governance of both the Code of Connection and PKI Policy.

The performance improvement is in relation to how digital signatures are used within the DIP and specifically with how the public key is sent in a message. The design approach is to send the public key in the message header and the alternate approach (raised as comments and at SDWG) is to use a key-id in-place of the public key.
•From a security perspective neither offer a greater or lower risk profile, the risk remains the same on either approach.

The predominant reason raised for changing to key-id was regarding performance.
•Sending the public key has a slightly higher overhead in terms of message size than using key-id.
•Avanade have estimated the increase is size to be under <1kb.

If message size is a concern there are other areas of the message construct that could yield greater savings in terms of the overall message size.

Given the timing, cost and impact to the Programme as well as the fact the proposed solution is secure and performant, it is proposed that this change is not progressed.

There were areas for clarification raised regarding on-boarding and enduring governance of both the Code of Connection and PKI Policy.
• The interface code of connection and PKI Policy are expected to be a living documents up until "go live" as was the case with CSS.

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DAG Decision on DIP Design Documents

The DAG are requested to review the below decision:

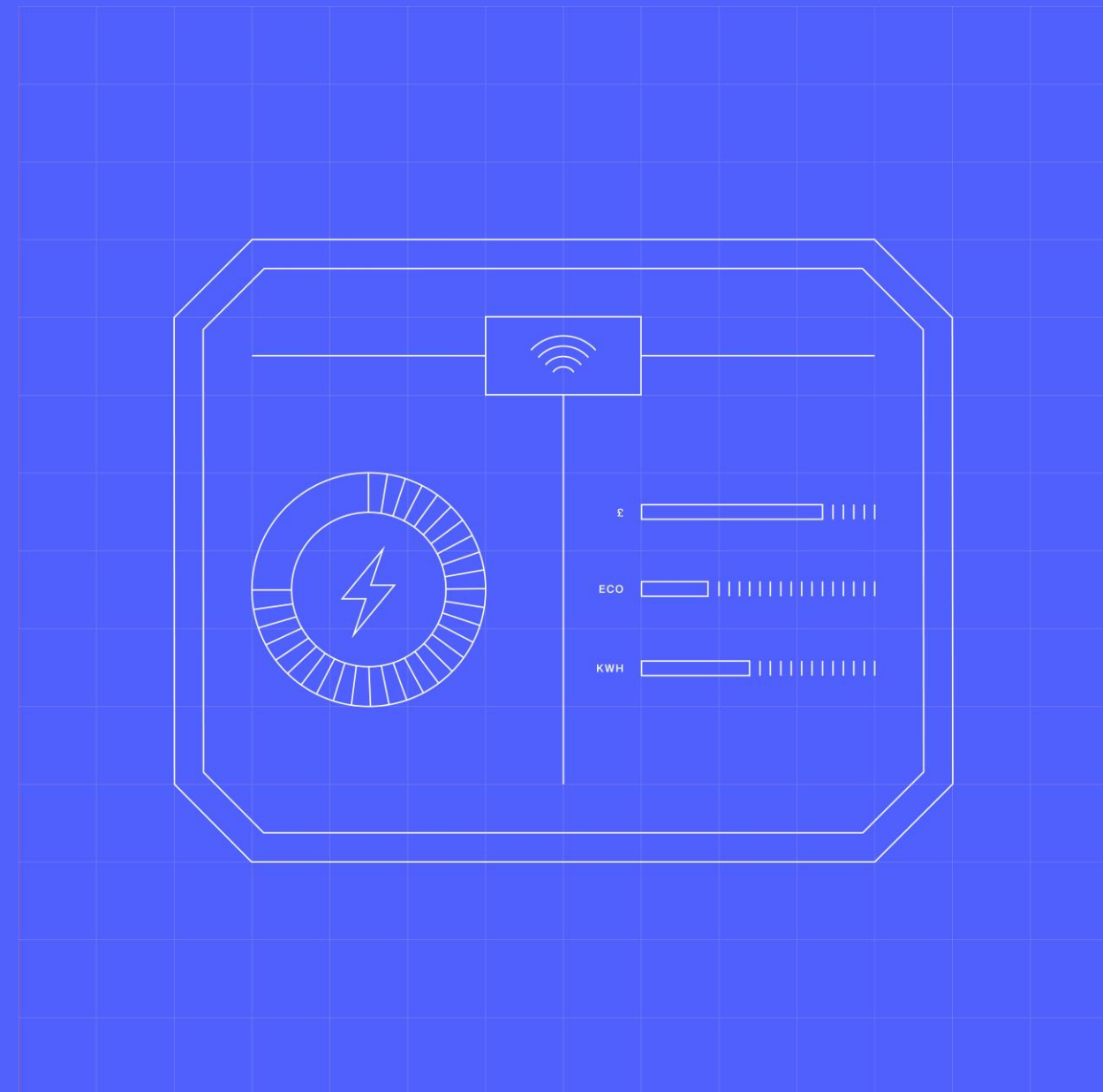| DECISION 1	**Do DAG agree to approve and baseline the following DIP Design Documents:** • **MHHS-DEL1197 - Interface Code of Connection v0.8 (see Attachment 1)** • **MHHS-DEL1387- DIP PKI Certificate Profiles v1.0 (see Attachment 2)** • **MHHS-DEL1210- DIP PKI Policy v0.4**

Confirmation of next steps will be provided following the decision.

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DES-196 D-Flow and Interface Mapping

DECISION: Decision on approval of DES-196

Programme (Matt McKeon))

10 mins

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- Further comments received on a small number of dataflows:
  D0012, D0019, D0179, D0242, D0275, D0300, D0375, D0367, D0379 & D0396

- Largely clarifications requested - these have been reflected in the D-Flow Overview tab

- D0012 and D0300 subject to ongoing discussion – will be finalised by end of July.

- Need DAG Decision on which of D0275 or D0379 should be re-purposed for MHHS, not both.
  These flows are structurally identical, other than the precision (Wh vs kWh) and a Validated Flag.

Clarification on approach adopted to defining ECS Reports as separate new flows:

- ECS Reports have been separated out as new Go-Live flows, Daaaa to Dhhhh.
  - this is intentional as the pre-existing reports will continue unchanged for non-migrated MPANs
  - the 8 new flows will be progressed as a standalone BSC change to ensure they are defined correctly.
  - placeholder identifiers will be updated once new D-numbers are assigned following CP approval

MHHSP view is that DES196 is of sufficient accuracy and quality to baseline and publish as v1.0.

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The DAG are requested to review the below decision:

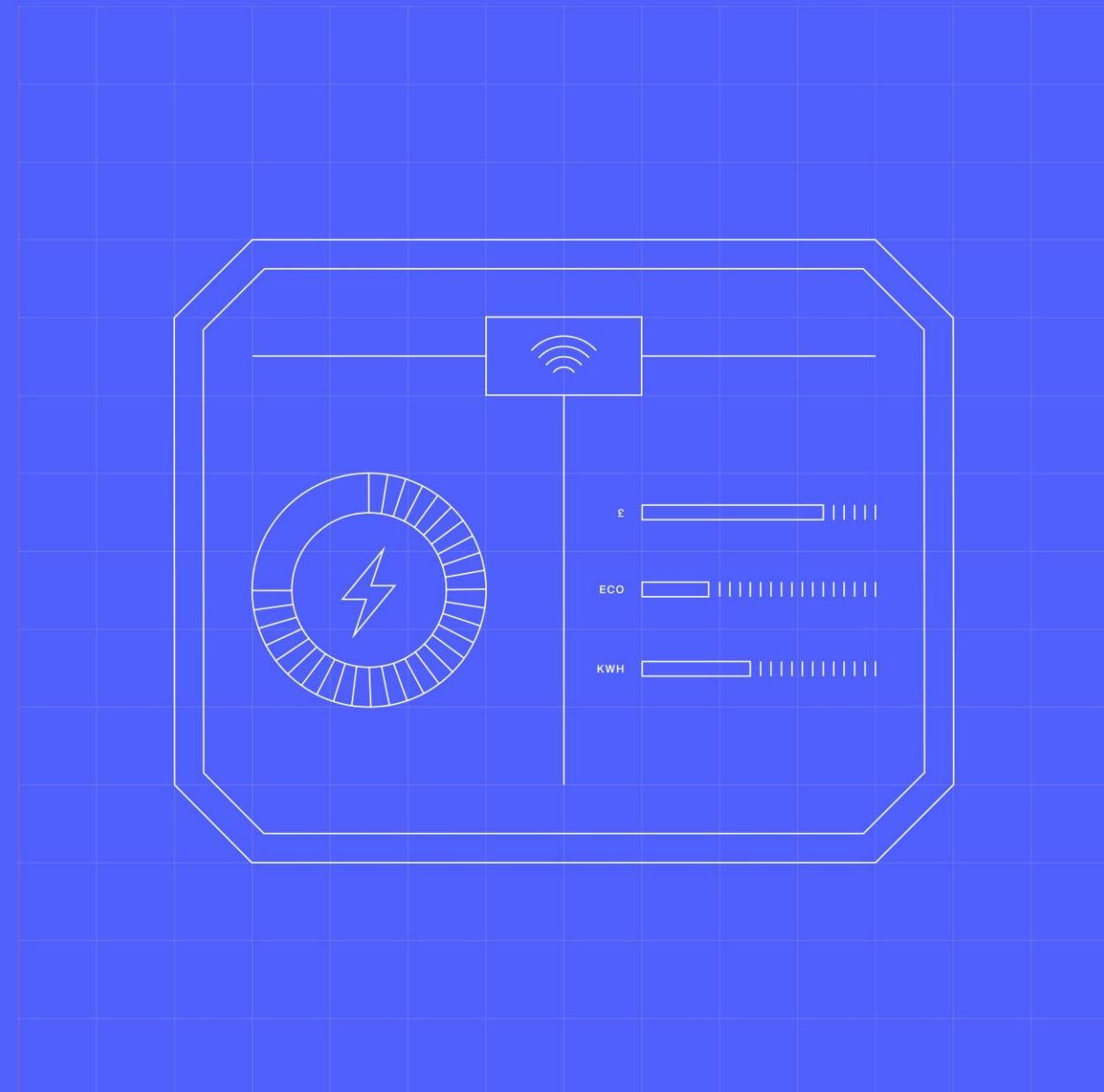| DECISION 2	Do DAG agree to approve and baseline the DES-196 D-Flow and Interface Mapping

Confirmation of next steps will be provided following the decision.

CR027 Impact Assessment

DECISION: Decision on issuance of CR027 to Impact Assessment

UKPN (Peter Waymont) and DNO Rep (David Yeoman)

10 mins

DUoS E-Billing DIP Message for MHHS

Issue Statement:

• The Change Raiser proposes that a new flow should be introduced for e-billing of site-specific DUoS in the post MHHS environment because the existing flow uses the DTN and all other DUoS data will be DIP based.

Description of change:

• The change would see MHHS introducing new data flows using DIP and JSON format, including for the HH data sent by Data Services to the LDSO for use in the DUoS billing, using IF-021/IF-013/IF-014.
• DUoS billing systems currently send the D2021 flow as a form of e-billing for site-specific DUoS, using the DTN. DUoS billing systems will need to interact with the DIP for migrated site-specific billed customers, so it is preferable that the outputs are also DIP messages.
• The proposed new DIP messages will be required from Migration Go-Live (M11), and these DIP messages will become the enduring DUoS invoices for site specific billed (CT metered) customers.

Target date of change and next steps:

• The Change Raiser suggests that the change should be implemented ASAP.
• Implementation within MHHSP is required before migration commences (M11), with enough lead time for LSDOs and Suppliers to update DUoS billing systems and validation systems in advance.
• If Change Board validate this Change Request, the Change Request should be taken to the Design Advisory Group (DAG) on 12 July 2023.

MHHS-DEL1389 CR027 Draft

DAG Decision on Issuance of CR027 to Impact Assessment

The DAG are requested to review the below decision:

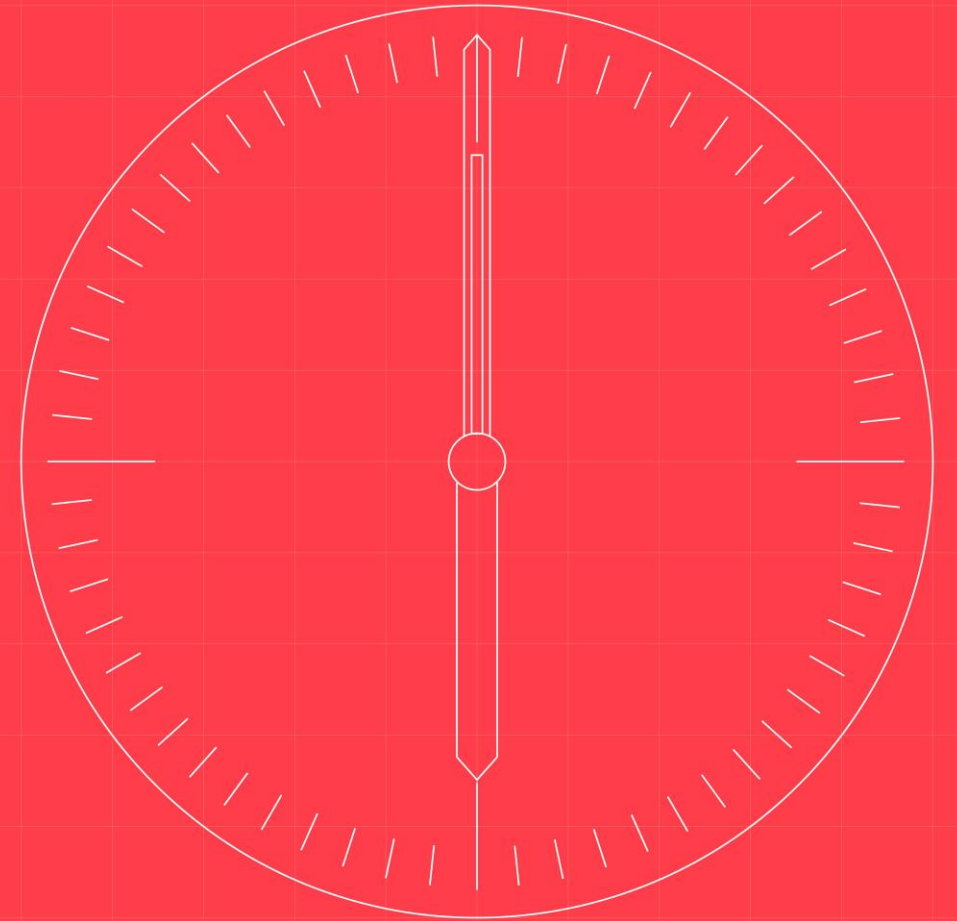| DECISION 3	Do DAG agree to issue CR027 to Impact Assessment

Confirmation of next steps will be provided following the decision.

CR024 & CR025 Decision

DECISION: Decision on approval of Programme Change Requests CR024 & CR025

RECCo & Programme

10 mins

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CR024 – Impact Assessment Summary

Objective:

DAG to review the outputs of CR024 Impact Assessments and advise SRO on their decision to approve or reject the Change Requests.

Headlines:

- Respondents to the Impact Assessment provided broad feedback. Those who supported the implementation of the Change Request were generally in favour of removing inconsistencies, whilst those who rejected the implementation of the Change Request raised the potential risk of significant rework and an impact to Programme timelines.

- Feedback relating to specific Data Items has been recorded in the attached Excel document, *MHHS-DEL1388 CR024 & CR025 Supporting Evidence.*

- Overall: **14 respondents supported the change (8 unconditionally and 6 with conditions); 5 respondents rejected the change; 2 respondents abstained.**

  - It is important to note that, of the 14 supporters, **6 stated that their support was conditional to amendments or changes to the Change Request.** These conditions can be found in the attached document.

  - This leaves 8 unconditional approvals, against 5 rejections and 2 abstentions.

- **The supporters of the change highlighted the following items to support their decision:**

  - The use of terms should be consistent across Participants and Code Bodies, which the change facilitates.

  - The change would prevent Participants from engaging in additional and unnecessary code drafting activities.

  - The agreement that there is currently ambiguity in the drafting of certain design artefacts.

- **Alongside the recommended conditions in the attached document, those who agreed to CR024 also raised the following considerations:**

  - The change introduces inconsistency in MHHS artefacts. Rework would be required to make MHHS artefacts consistent, which impacts all Participants.

  - Several responding opposed Participants changing the naming of 'Metering Services' to 'MOA'.

  - Is it not clear which delivery phase of the Programme the implementation of the change is required to occur.

- **5 respondents rejected the change:**

  - Implementation of the change would take the Programme >20 working days to make updates across >50 baselined design artefacts. This will also have a knock-on effect to testing artefacts and test preparation, including updates to SIT (CIT and Functional) scenarios.

  - The MHHS TOM outlined the new roles and naming conventions to support the transition to half hourly settlement.

  - The change is not deemed necessary, and the benefits it would bring are outweighed by the additional effort required to uplift already approved Programme artefacts, and for Programme Participants to incorporate the additional design and build activities into their work plans.

  - The change adds rework to the MPRS design, potentially impacting the critical path of the Programme.

  - The change could introduce confusion at a critical point in the Programme plan, and has potentially wide implications on Participants and timelines for implementation.

  - The Programme recommends the implementation of the change should be postponed until a more appropriate time.

CR025 – Impact Assessment Summary

Objective:

DAG to review the outputs of CR025 Impact Assessments and advise SRO on their decision to approve or reject the Change Requests.

Headlines:

- Respondents to the Impact Assessment provided broad feedback. Those who supported the implementation of the Change Request were generally in favour of removing inconsistencies, whilst those who rejected the implementation of the Change Request raised the potential risk of significant rework and an impact to Programme timelines.

- Feedback relating to specific Data Items has been recorded in the attached Excel document, *MHHS-DEL1388 CR024 & CR025 Supporting Evidence.*

- Overall: **14 respondents supported the change (8 unconditionally and 6 with conditions); 3 respondents rejected the change; 3 respondents abstained.**

  - It is important to note that, of the 14 supporters, **6 stated that their support was conditional to amendments or changes to the Change Request.** These conditions can be found in the attached document.

  - This leaves 8 unconditional approvals, against 3 rejections and 3 abstentions.

- **The supporters of the change highlighted the following items to support their decision:**

  - Terms should be consistent across Participants and Code Bodies, which the change facilitates.

  - An agreement that there is currently ambiguity in the drafting of certain design artefacts.

  - The impact of this change is believed to be minimal and implementing it will bring alignment in terminology across Code Drafting and BAU process.

- **Those who agreed also raised the following considerations:**

  - There is a risk that DIP interface name changes would cause misalignment with lower-level details in Code Drafting.

  - It was expressed that the Change Request would have been welcomed earlier in the Programme. Implementing the change now has the potential to impact Programme timelines due to the potential rework required for the Programme and its participants.

- **3 respondents rejected the change:**

  - Implementation of the change would take the Programme >20 working days to make updates across >50 baselined design artefacts. This will also have a knock-on effect to testing artefacts and test preparation, including updates to SIT (CIT and Functional) scenarios.

  - There is greater clarity if there is consistency between design artefacts, particularly the interface catalogue and the other artefacts, rather than between the Code documents and the Interface Catalogue.

  - Amendments to each of the impacted MHHS artefacts would be a significant undertaking so close to the commencement of SIT (CIT) and this could potentially impact successful milestone delivery.

  - The changes could introduce confusion at a critical point in the Programme plan. The changes have potentially wide implications on Participants and timelines for implementation.

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Key Themes from the Impact Assessment Responses

While there was a general agreement in principle with the change. Three broad themes emerged in the qualitative feedback that need to be addressed in order to proceed with the Change Request:

Theme	Further information
Introducing inconsistency	• The intention of the Change Requests is to ensure the use of terms is consistent across industry. • However, implementing the changes will cause misalignment with the MHHS Target Operating Model (TOM). • Further, the existing terms have been used within industry for the past two years. • Clarity and consistency between design artefacts is more important than aligning Code documents with the Interface Catalogue. • Changing the widely used term 'Metering Services' to 'MOA' was frequently called out as a concern.
Lack of clarity on implementation timelines	• Responding Participants noted the lack of clarity on when the proposed changes are required to be delivered. • It was noted by respondents that implementing the changes now would create a risk to the SIT timelines. • There is concern that this change would cause confusion among PPs at a critical time in the Programme. • Interim Release 3 (the next interim release scheduled for this month and the SIT baseline) cannot incorporate these changes.
Required effort and impact to timelines	• The change would require updates to >50 design artefacts as well as some testing documents such as test scenarios. This is estimated to required c.20 working days' effort for the Programme. • Changes to baselined design artefacts will require additional design and build effort for Programme Participants. • Respondents questioned whether the benefits of the changes are of enough value to justify the additional effort. • The change may have an impact on the existing MPRS design, which is required for SIT.

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Programme Parties	CR024 Recommendations				CR025 Recommendations			
	Yes	No	Abstain	No Reply	Yes	No	Abstain	No Reply
Large Suppliers	2	-	-	4	2	-	-	4
Medium Suppliers	-	-	-	7	-	-	-	7
Small Suppliers	-	-	-	33	-	-	-	33
I&C	2	-	-	39	2	-	-	39
DNOs	2	2	-	2	3	1	-	2
iDNOs	1	1	-	11	1	-	-	12
Ind. Agents	2	-	1	45	1	1	1	45
Supplier Agents	1	-	-	5	1	-	-	5
S/W Providers	2	1	-	22	2	-	1	22
REC Code Manager	1	-	-	-	1	-	-	-
National Grid	-	-	-	1	-	-	-	1
Consumer	-	-	-	1	-	-	-	1
Elexon (Helix)	-	-	1	-	-	-	1	-
DCC	1	-	-	-	1	-	-	-
SRO / IM & LDP	-	1	-	-	-	1	-	-
IPA	-	-	1	-	-	-	1	-
Totals	**14**	**5**	**3**	**171**	**14**	**3**	**4**	**172**

Notes:

The classification of Independent and Supplier Agents is maintained by the Programme Party Coordinator and is subject to change.

Rationale for being marked down as abstained:
- One Independent Agent stated that insufficient material was provided on the impact of the change to make a data based assessment on the cost vs value implications of the change.
- Helix did not identify any impact on their workstreams.
- One Software provider abstained due to CR025 having no software impact on MPRS.
- The IPA is comfortable that the change requests are not expected to have an impact on their activities and has no specific objections to the Change Requests.

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Document Classification: Public

The DAG are requested to review the below decision:

DECISION 4	**Do DAG agree to approve CR024 and CR025 for implementation into the MHHS Design Artefacts**

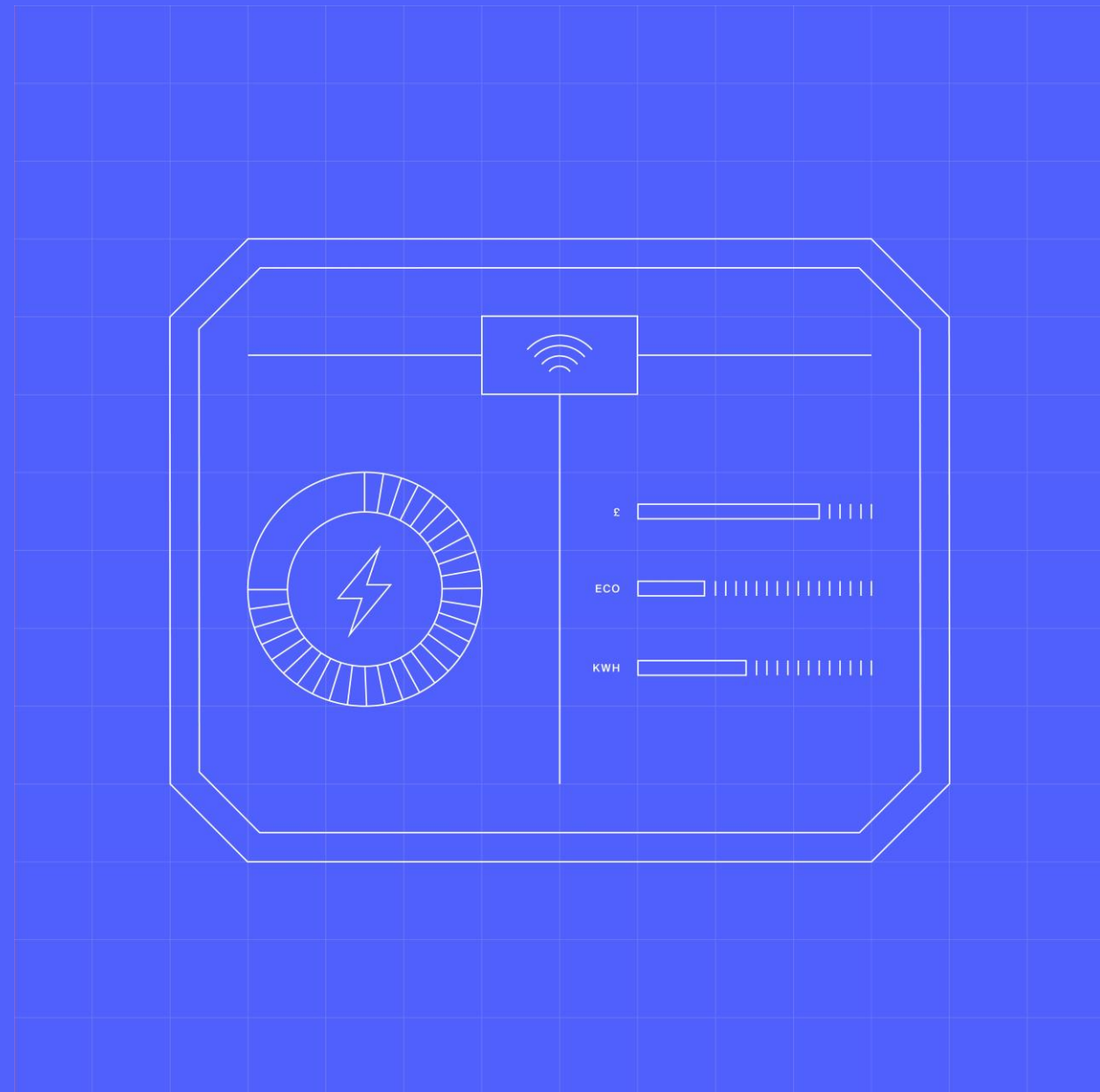Confirmation of next steps will be provided following the decision.

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CR017 & CR018 Next Steps

DISCUSSION: Decision on next steps on CR017 & CR018

Programme
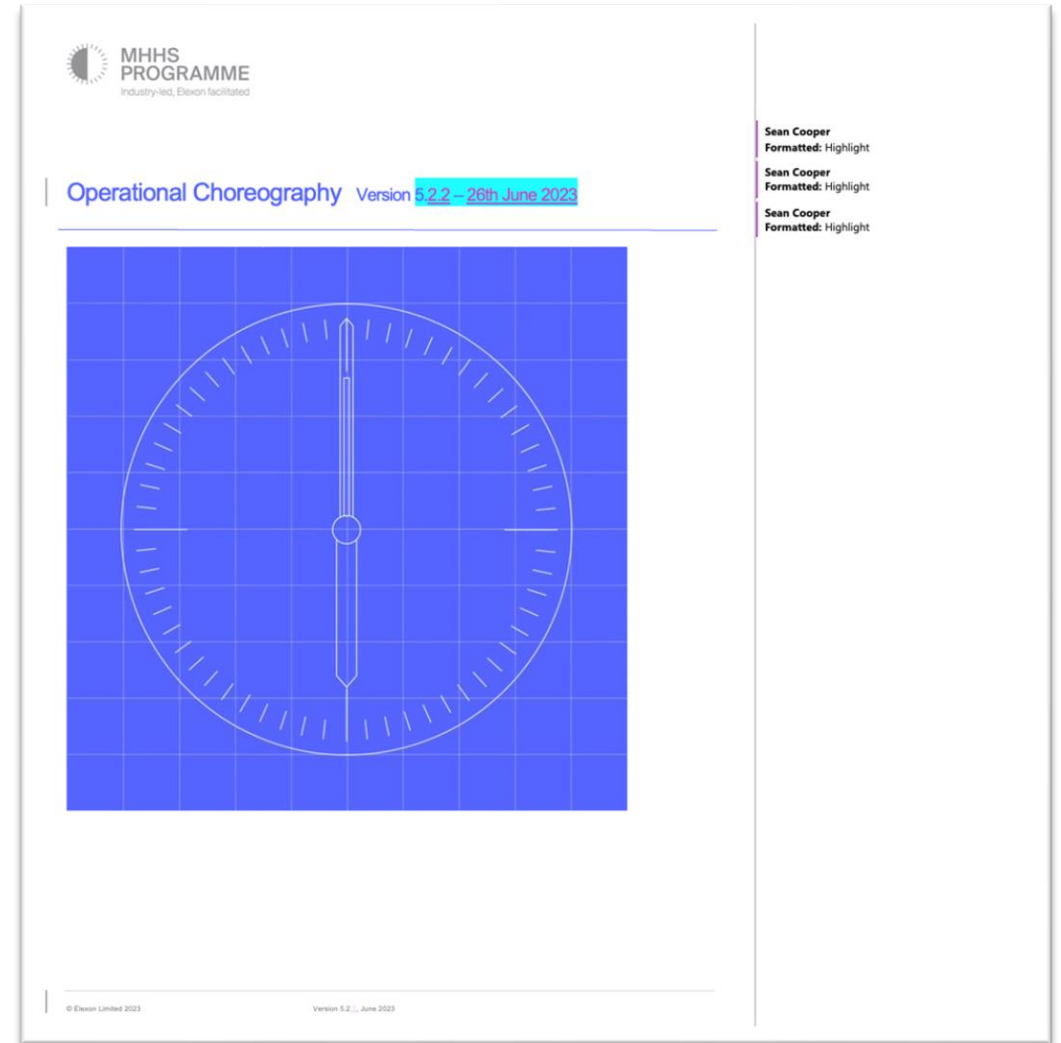
10 mins

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- On 27 June 2023 a redlined version of the Operational Choreography document was issued to DAG members.

- DAG members were requested to review the updated document in line with the responses to CR018 and confirm whether they accepted or rejected the Change Request.

- The deadline for this was 06 July 2023.

- The decision was scheduled to be made ex-committee, however based on feedback received it is felt further discussion should be held at DAG to reach an agreement on the next steps for this Change Request.

- **For action:** DAG members to agree on the next steps for CR018 and how to proceed.

Interim Releases and DIN Log

INFORMATION: Update on Interim Releases and DIN Log

Programme (Paul Pettitt)

10 mins

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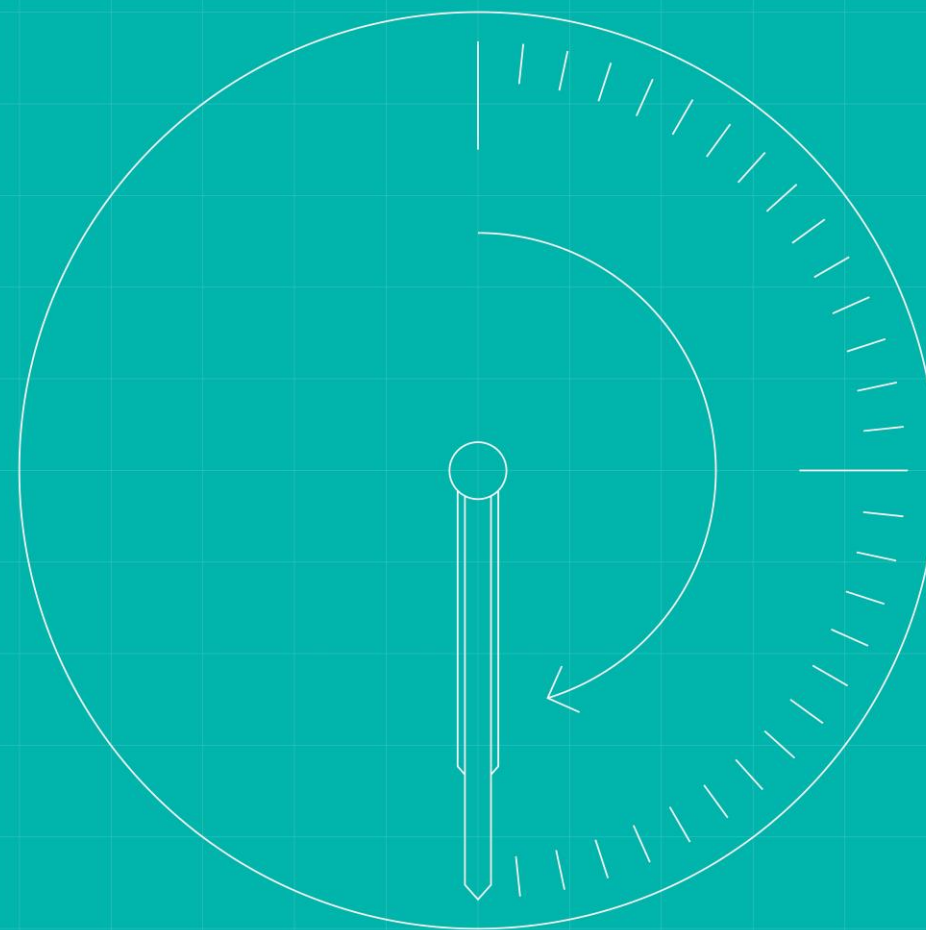
DIN Log Stats

The figures below are the total number of items raised as of 03 July 2023

Total DIN Entries   **478**

Total DINs by Status

- Open - awaiting assessment (25)
- Initial Assessment/Updating (45)
- Requires Industry Work Group review
- Closed (111)
- Ready for Internal Review (46)
- Implemented (133)
- Updates Ready to Release (104)
- Industry CP Required (11)

Total DIN by Release

- Interim Release 1 (133)
- Interim Release 2 (104)
- Interim Release 3 (60)
- Interim Release 4 (53)
- Interim Release 5 (17)
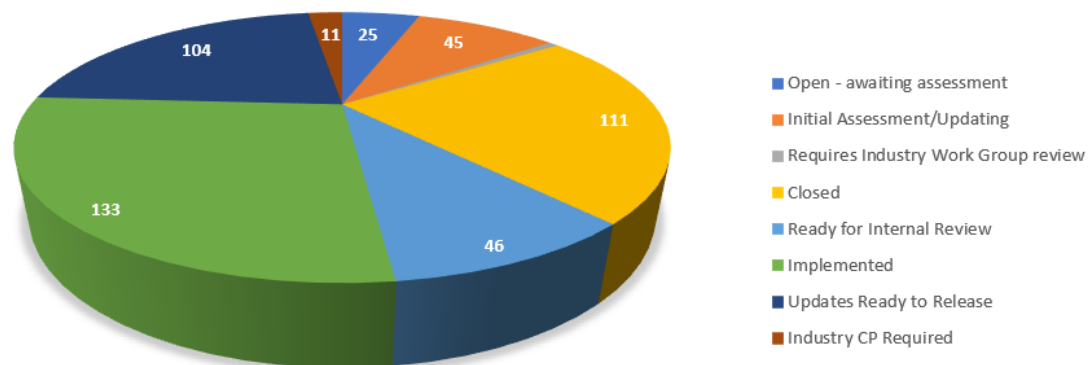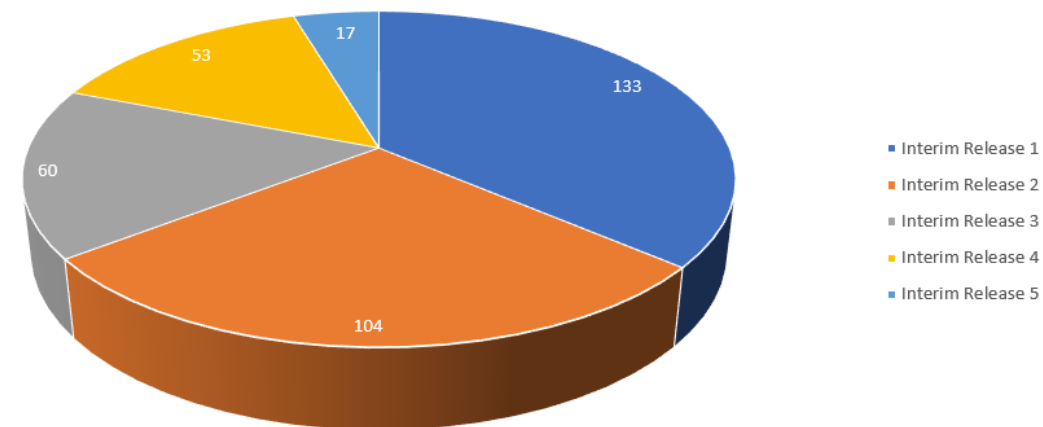
IR1 Deployed 15 June 2023 – 133 DINs included

IR2 Deployed 05 July 2023 – 104 DINs included

IR3 Objection Cut-off 12 July 2023 (Next DRG 17 July 2023)

IR3 Scheduled for 02 August 2023 – 60 DINs included

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Programme Change Requests

INFORMATION: Update on Change Requests

Programme (PMO)

10 mins

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Programme Change Requests – Updates

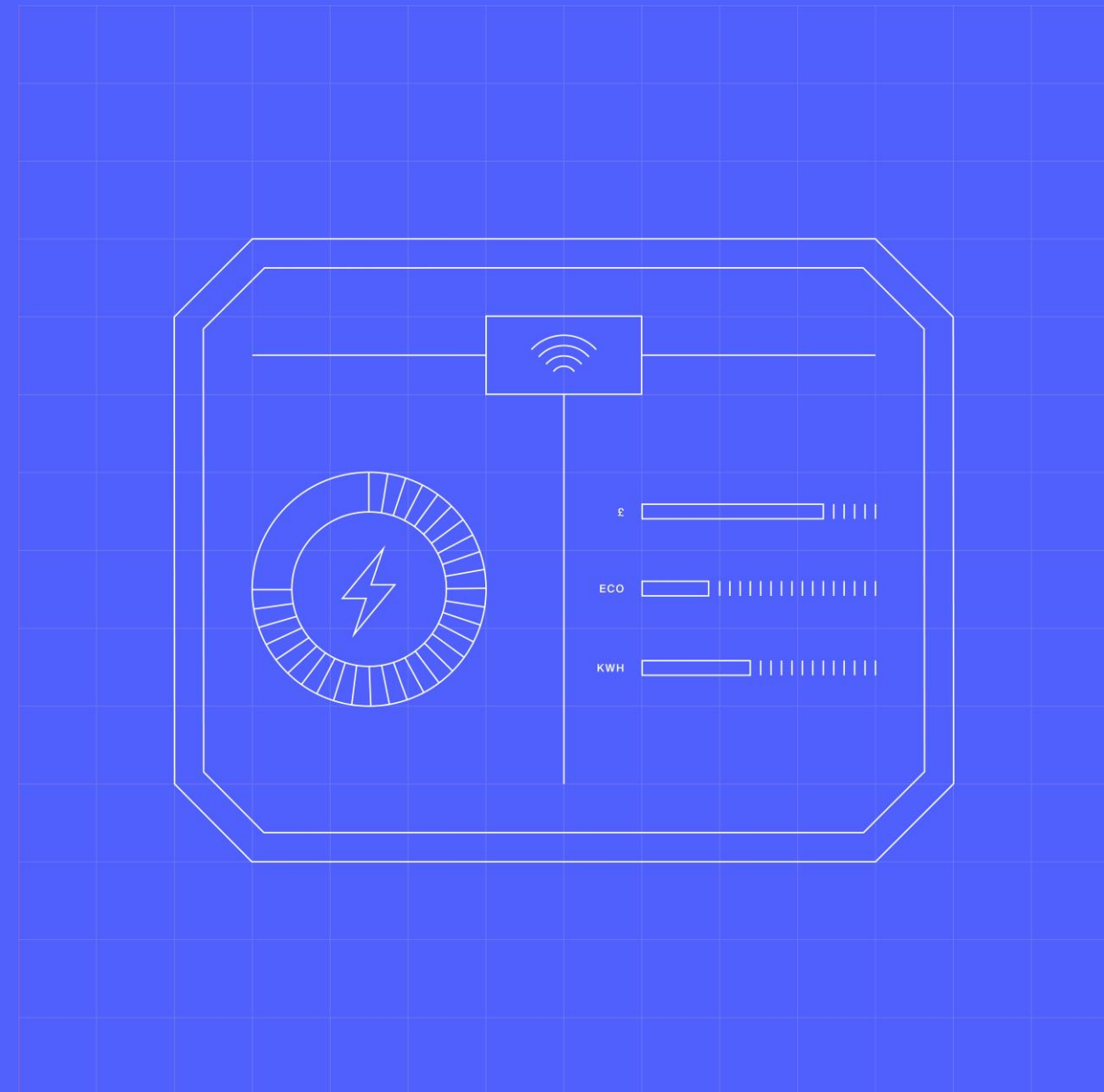| Programme Change Request	DAG Update
CR015 (Differential Settlement for E7E10 Meters for Smart Opt-out Customers)	• Artefact redlining in progress. Scheduled for inclusion in Interim Release 3 on 02 August 2023. Objection cut off 12 July 2023
CR017/018 (Registration service operating hours)	• Next steps to be discussed under agenda item 7
CR019 (Replacement of D0242 D0315 for MHHS)	• DIN-246 – Scheduled for Interim Release 3 on 02 August 2023. Objection cut off 12 July 2023
CR023 (Standardisation of Interfaces within the Smart and Advanced Data Services Roles)	• 06 July 2023 – Issued to IA following ex-committee DAG Chair decision • 21 July 2023 9am – Deadline for responses • 24-28 July 2023 – Proposer/Programme review responses and undertake engagement/amendments as required • 02 August 2023 – DAG meeting papers issued (CR and response summary included), reps engage constituents • 09 August 2023 – DAG decision on approval
CR024/025 (Date Item Names and Descriptions & DIP Interface Name Changes)	• To be discussed under agenda item 5

All MHHS Programme Change Requests and the Master Change Request Dashboard can be found on the MHHS website

MHHS PROGRAMME Industry-led, Elexon facilitated

Programme Change Control Process

INFORMATION: Update on Change Control Process and PSG decision

Programme (PMO)

15 mins

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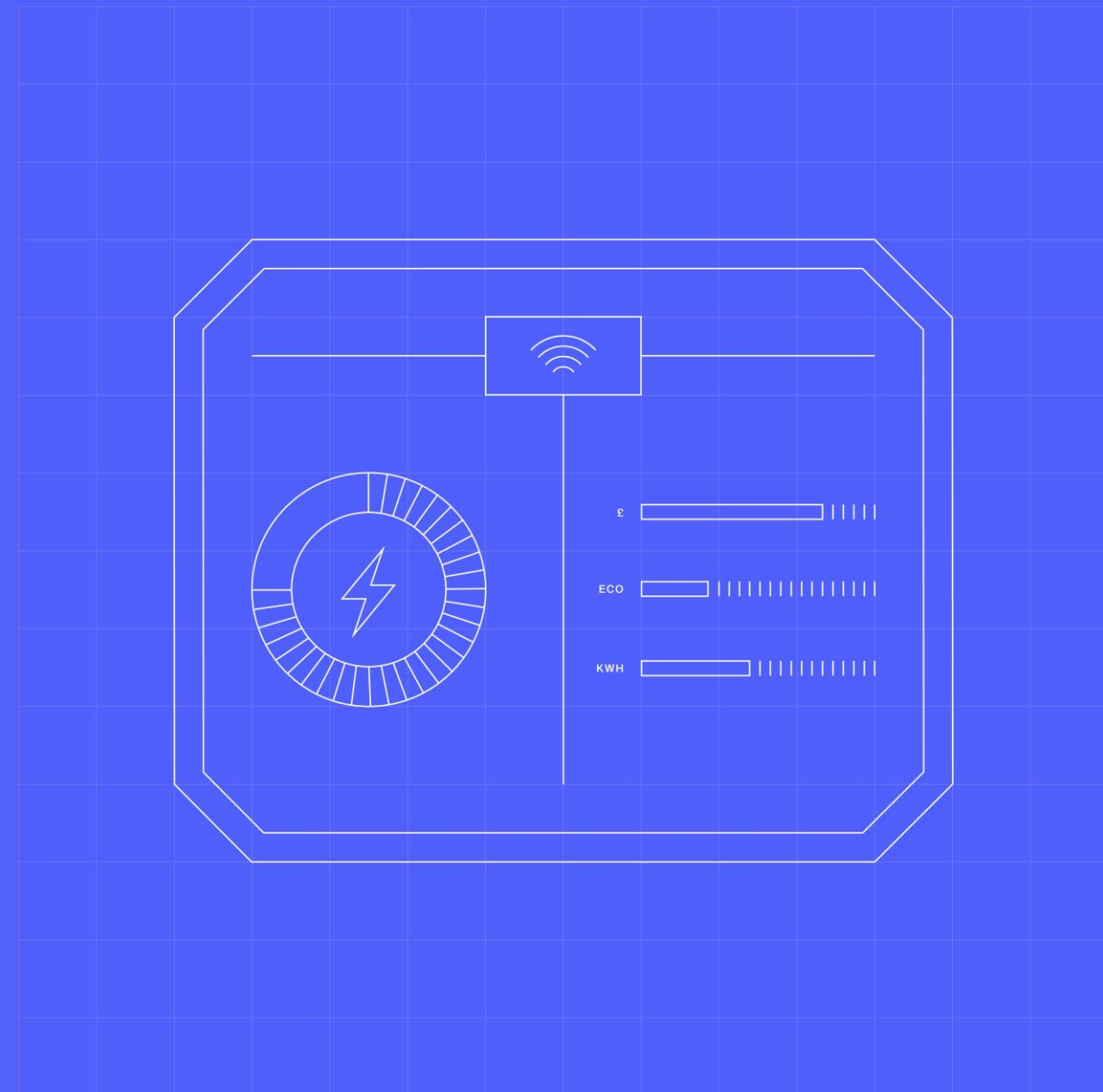
Enhancements to the Change Control Approach

Change Control Enhancements

- The Programme has made enhancements to the existing Change Control Approach to incorporate feedback received from industry and to provide further clarity on various aspects of how the process works.

- A Housekeeping Change has been raised to ratify these changes and following PSG these updated documents will be published onto the MHHS website and Collaboration Base.

- Both of these documents have been shared with PSG for information.

- A webinar to talk through the changes and the process will be arranged in coordination with the PPC team next month.

- If you have any questions, or would like to discuss the changes further, please contact lewis.hall@mhhsprogramme.co.uk

- Key changes include:
  - Further information on the implementation process for CRs
  - Greater clarity on roles and responsibilities of Advisory Groups and the Change Board
  - Clarity on when the Change Control Approach should and should not be used
  - Alignment between the fast track design update and horizon scanning processes

Cover note: Change Control Issues and Responses – June 2023

Several clarifications have been raised regarding how the Change Control process works. These have been responded to below.

#	Issue	Response
1	The Change Board should have a list of defined criteria for assessing a CR before it moves to the next stage.	• Slide 11 in the Change Control Approach articulates what a Change Request should and should not include. • We have included more detail on the role of the Change Board in the process on slide 27.
2	There should be a general principle that a decision isn't made until the full set of changes are available for review.	• This has been superseded by the implementation of the Fast Track Design Change Process.
3	The process for managing rejected CRs is unclear.	• We have provided greater clarity in the detailed process map to show a clear appeals process (see detailed process map)
4	Implementation of CRs needs to be considered by advisory groups when they make a decision.	• A slide articulating the expectations of the Advisory Groups has been added to this pack (slide 27) to articulate this.
5	There is a requirement for the implementation approach to be clarified.	• Greater clarity will be built into the detailed process map to provide clarity requested and can be seen on slide 21.
6	Options analysis should be implemented for complex change.	• Options analysis should be undertaken in advance of a Change Request being submitted. If options analysis is necessary it should be undertaken via the PPIR process and not use the Change Control process. See slide 11-12.
7	Clarification is needed on the process and when updates to a CR can be made throughout the change control process and by who.	• A slide articulating the expectations of the Advisory Groups has been added to this pack (slide 27) to articulate this.

MHHS-DEL171
Change Control Approach v1.2

Change Control Approach

Published   Information pack   01 February 2023   1.2   Public

Change Request Form

Change Request details

Change Request details	
Change Request Title	Enhancements to the Change Control Approach
Change Request Number	CR026
Originating Advisory / Working Group	N/A
Risk/issue reference	N/A
Change Raiser	Alex Whiteman (MHHS Programme) Date raised: 28/06/2023

For further guidance on how to complete this document please see the supporting Change Request Form Guidance for Programme Participants. The guidance will support raising a change and responding to a change request via Impact Assessment. The Change Raiser should consider sharing the draft Change Request Form with impacted programme parties, prior to submission to PMO. The guidance, as well as other key documents are referenced below and can be found via the MHHS website.

Change Request to be read in conjunction with:
MHHS Change Request Form Guidance for Programme Participants
MHHS Change Control Approach
MHHS Governance Framework
Ofgem's MHHS Transition Timetable

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MHHS-DEL1368 CR026 – Enhancements to the Change Control Approach

CR026

Provides detail on what is changing, available here

A housekeeping change that will be ratified after PSG

Appendix 3

Provides extract of DEL171 showing slides which have been updated

Provides a view of issues raised and how Programme have actioned

Next Steps

Awareness will be raised via a webinar to be held 27 July 2023

Notification will be issued in The Clock, relevant groups advised, and periodic review undertaken

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DAG ToR Review

INFORMATION: Verbal DAG ToR review

Chair

30 mins
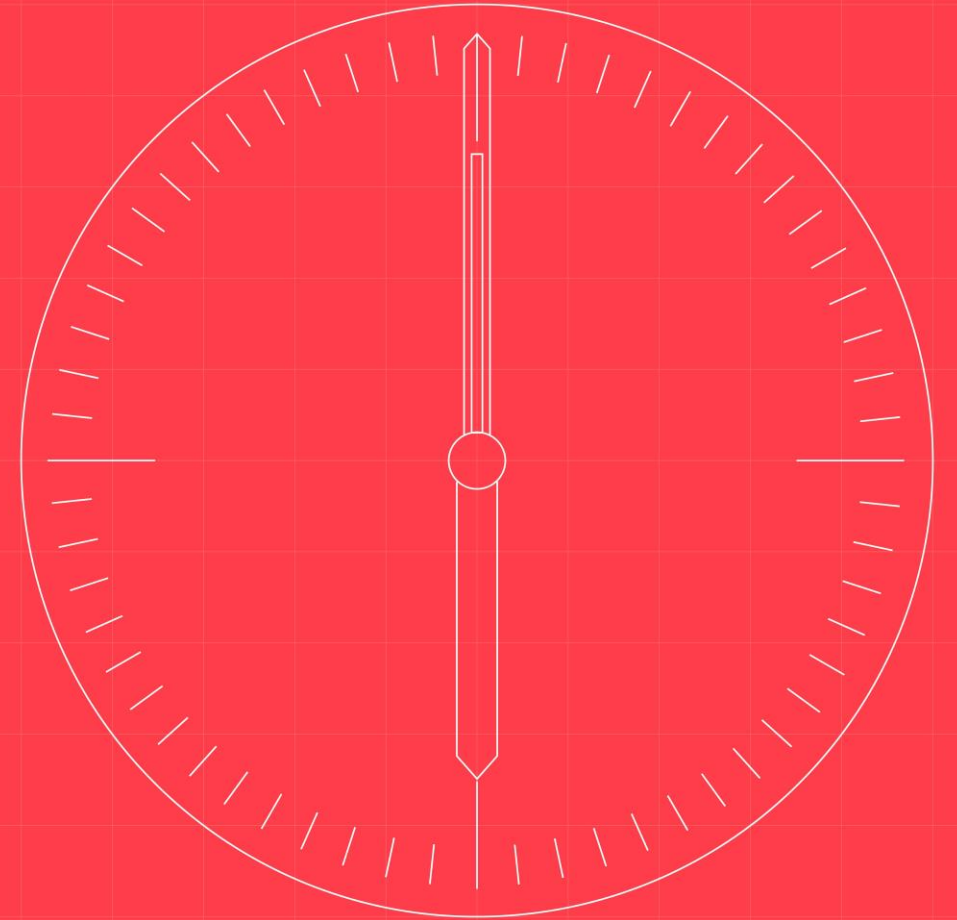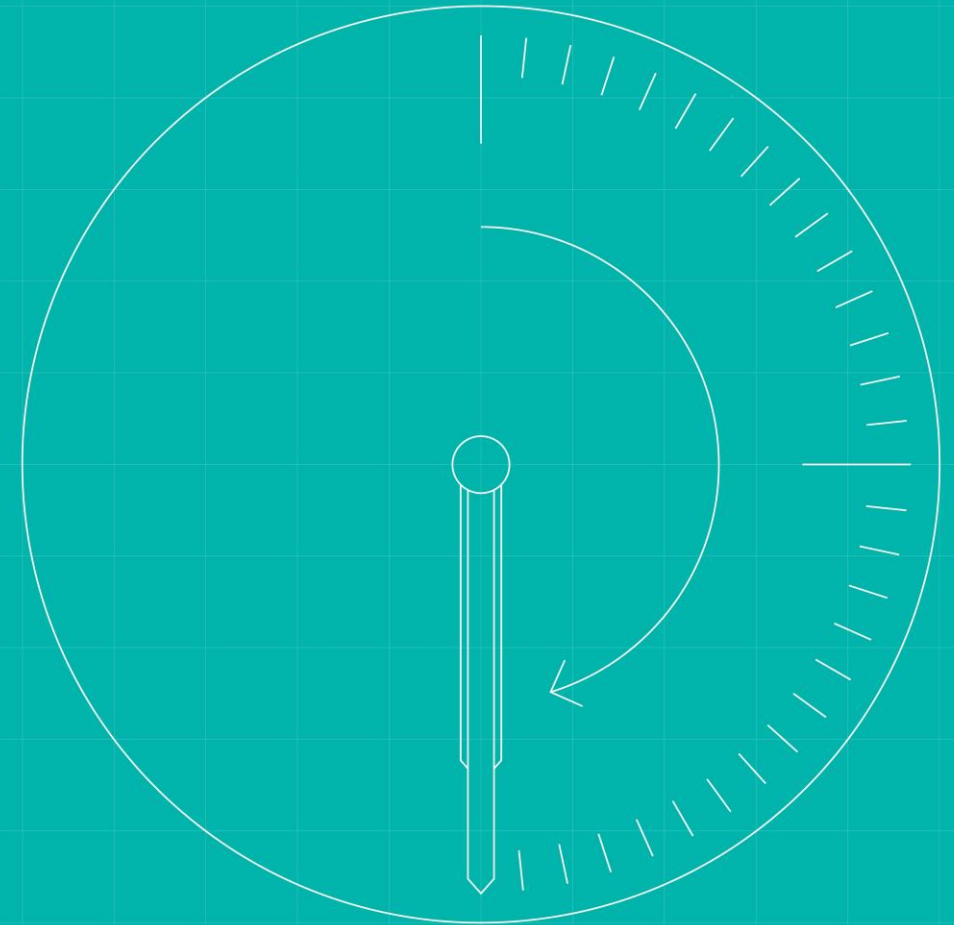
Programme Updates

INFORMATION: Updates from other MHHS governance groups and wider Programme updates

Programme (PMO)

5 mins

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Governance group updates

Programme Steering Group (PSG)

Updates from PSG 05 July 2023

1. **Sponsor Update:** Ofgem stated a desire to see no slippage in MHHS timelines following the rebaselining of the Programme Plan in June 2023. Ofgem are at the early stages of considering incentives/penalties.

2. **SASWG ToR**: The Settlement Analysis Scoping Working Group (SASWG) ToR was approved. The group will analyse settlement impacts arising from MHHS and make recommendations. Contact PMO@mhhsprogramme.co.uk to attend.

3. **Fast Track Design Update Process Review:** PSG received information on the operation of the new process, and were advised it has worked well and will continue. Members and the IPA provided comments. The cut off for IR3 objections is 12 July 2023.

PSG papers available here.

Testing and Migration Advisory Group (TMAG)

Update from TMAG 21 June 2023

1. **CIT Test Scenarios & CIT Functional Test Scenarios:** The Programme gave an update on both the CIT Test Scenarios & CIT Functional Test Scenarios. It was noted that neither were now coming to TMAG for June approval.

2. **CIT and SIT Functional Test Approach and Plan:** The Programme shared there was a change in the delivery approach of the CIT Functional Test Approach and Plan, resulting in new timeframes.

3. **Overarching Test Data Approach and Plan:** The Programme shared that on Monday 12 June participants should have received v0.7 of the Overarching Test Data Approach and Plan for the final 5-day consultation period, which included the changes of the plan for the two data cuts.

4. **Working Group Progress Updates:** The Programme provided an update on the Qualification and E2E Sandbox Working Group.

5. **IPA Test Assurance for period P1:** The IPA provided an update on the overall plan for the periodic reports.

TMAG papers available here

Design Advisory Group (DAG)

Updates from DAG 14 June 2023

1. **Transition Design:** The DAG approved the Tranche 1 Transition Design documents, which will now be baseline and subject to change control. The documents will be published to the Programme Collaboration Base and notice issued in The Clock.

2. **Change Requests 024 & 025: Interim Release 1:** DAG agreed two new changes requests (CRs), raised by RECCo, could be issued to Impact Assessment. The CRs were issued 14 June 2023 with response due by 17:00 28 June 2023.

3. **DIP Documents:** The DAG agreed a revised timeline for the approval of the Interface Code of Connections and PKI Policy documents. The documents will be reviewed at an assurance forum on 28 June 2023, and issued to the Dag for ex-committee approval thereafter.

4. **D-Flow and Interface Mapping:** The Programme have produced a mapping document to support understanding of how D-Flows are treated/changed/ not impacted by MHHS. The document will be issued for DAG consultation shortly.

DAG papers available here

Cross Code Advisory Group (CCAG)

Update from CCAG 28 June 2023

1. **Code Drafting Triage and Assurance Process:** The Programme provided an overview of the Code Drafting Triage and Assurance Process. The CCAG recognised that the triage and assurance process is iterative and will develop as the programme progress.

2. **Code Artefact Tracker:** The Programme presented new changes to the Code Artefact Tracker.

3. **Horizon Scanning Log:** For the BSC, P432, P441, P442, P455 were discussed. The Programme clarified as per the Migration Strategy and agreed policy position of Programme Steering Group, complex sites will not be migrated until post M14 in order to avoid reverse migration. This will be managed via the Migration Control Centre. For REC, R0083, R0083A, R0097, R0101, R0109, R0121 were discussed.

4. **CCAG Reporting:** The Programme provided updates on code drafting activities against approved code drafting plan, including updates on Registration and BSC Central Services consultation, and updates on Interfaces, Qualification, and Migration code drafting.

CCAG papers available here

Wider Programme updates

MHHS Design: Interim Release 2 Artefacts:
As of **5 July 2023**, the Programme has published the **Interim Release 2 Design Artefacts**.
These Artefacts will be available on the Baselined Design Artefacts page of the MHHS website. For ease we have also published red-lined documents with tracked changes on the Red-lined Design Artefacts page to make clear which sections have been updated.
A reminder that the **objection cut-off for Interim Release 3 is Wednesday 12 July**.

Code Consultation (BSC Central Services) open until 12 July 2023:
The Code Workstream issued the **BSC Central Services Code Artefacts** for industry consultation which closes at **17.00** on **Wednesday 12 July 2023**.
Visit the Tranche 2 Code Artefacts page of the MHHS website to view the Code Artefacts under review, as well as information and guidance on the consultation and how to submit your comments.

Interface Code of Connection (CoCo) and Public Key Infrastructure (PKI) Certificate Policy:
The Programme have published updated versions of both of these documents and an updated **Consolidated Comments Log**, available on the Data Integration Platform (DIP) page of the MHHS website. The **DIP PKI Certificate Profiles** have also been published alongside the CoCo and PKI Certificate Policy and contain the definitive profile for the DIP PKI Certificates.

Delivery Assurance Questionnaire for Cohort 2 closed:
The Delivery Assurance Questionnaire for Cohort 2 closed on **Friday 30 June 2023**. With both Cohorts now closed, the Programme are reviewing the responses and are following up through bilateral meetings as required. Where practical, and attendees are likely to be similar, the bilateral meetings for Delivery Assurance are being conducted alongside Design Assurance. The aim is to complete the Delivery Assurance activity for all Fast Track Implementation Group (FTIG) members during July.

Testing and Qualification of Meter Data Retrieval (MDR) and Smart Data Services Clarification:
The Programme has published the **Meter Data Retrieval (MDR) Testing and Qualification** document to provide clarity on the current approach to testing MDR services and the Code Bodies approach to Qualification. You can view the MDR Testing and Qualification document on the Planning page of the MHHS website, which includes current assumptions and risks.

BSC Issue 101 Consultation:
Elexon is seeking wider industry feedback on the framework and supporting Business Requirements, via the BSC Issue 101 Issue Group, so that consultation responses can be considered during preparation of the legal text. This consultation closes at **17:00** on **Wednesday 12 July 2023**.
For more information, please visit the Issue 101 or the Change Consultations pages of the Elexon website.

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Document Classification:　　Public

Summary and Next Steps

INFORMATION: Summarise key discussions, actions, and next steps

Chair & Secretariat

10 mins

Summary and Next Steps

Next steps:

- Confirm actions and decisions from meeting
- Next DAG regular meeting: **09 August 2023 10am**

PMO to finish updates

DAG agenda roadmap:

Meeting dates	09-August	13-September	11-October	08-November
Relevant milestones or activities	• CR023 decision (TBC)	• TBC	• TBC	• TBC
Agenda items	• Interim Releases and DIN Log • Programme Change Requests • Design Fast Track process update	• Interim Releases and DIN Log • Programme Change Requests	• Interim Releases and DIN Log • Programme Change Requests	• Interim Releases and DIN Log • Programme Change Requests
Standing items	• Minutes and Actions • Programme Updates • Summary and Next Steps	• Minutes and Actions • Programme Updates • Summary and Next Steps	• Minutes and Actions • Programme Updates • Summary and Next Steps	• Minutes and Actions • Programme Updates • Summary and Next Steps

If you would like to propose an agenda item for the DAG or would like any information about MHHS governance groups, please contact the Programme PMO
(PMO@mhhsprogramme.co.uk)

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Appendices
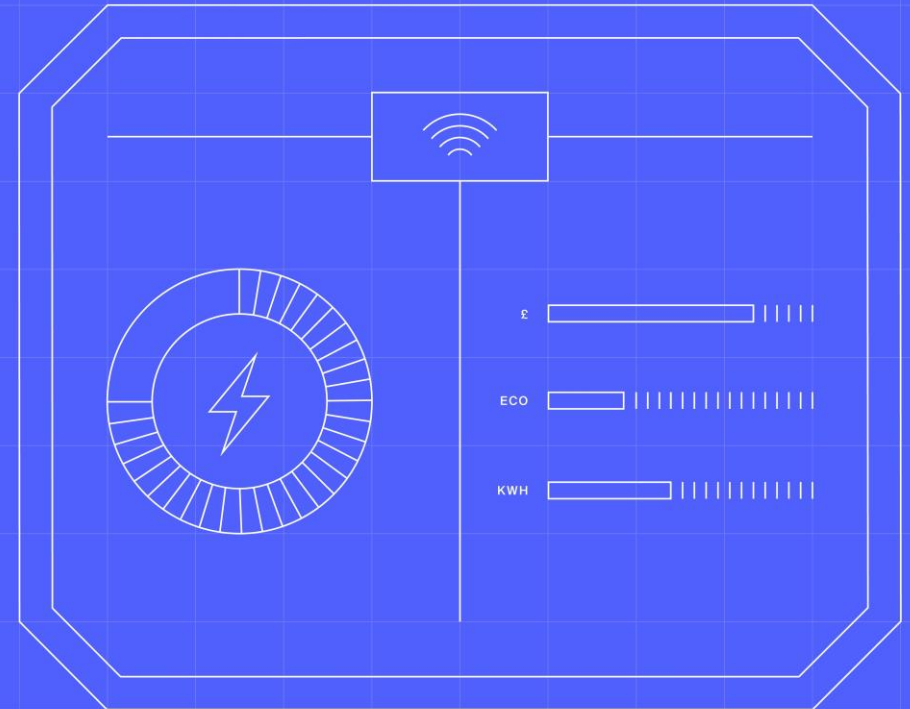
Appendix 1

Interim Release Plan vs SIT Entry
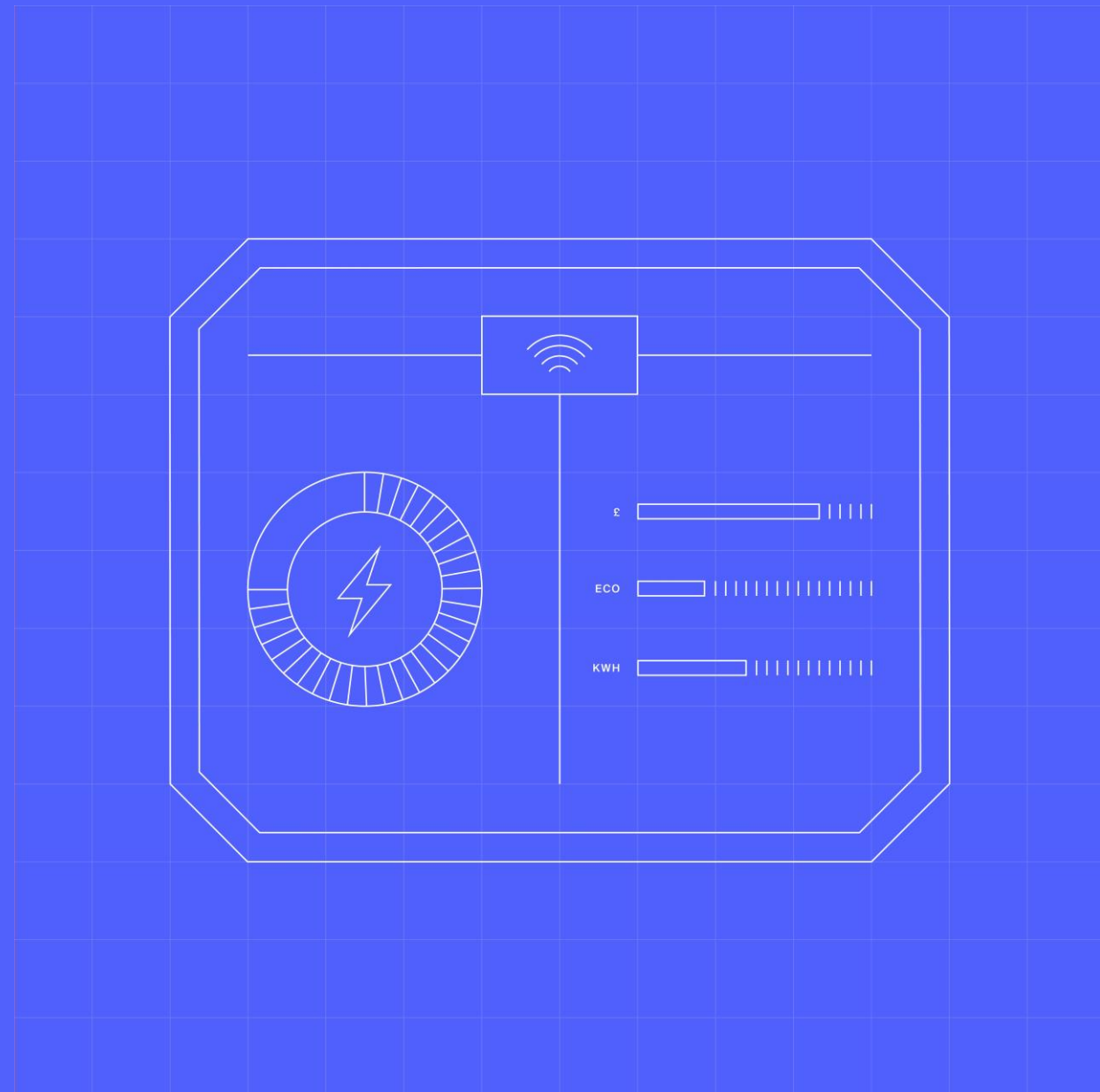
Appendix 1 – Interim Release Plan vs SIT Entry (ACTION DAG25-02)

2023   **2024**   **2025**

| Jun | Aug | Oct | Dec | Feb | Apr | Jun | Aug | Oct | Dec |

Interim Design Releases

- Jun 15 — **Interim Release 1**
- Jul 5 — **Interim Release 2** (I/F Catalogue v5.2.1 + Swagger v1.2)
- Aug 2 — **Interim Release 3**
  - August 11th - DIP Simulator, compatible to Interim Release 2 Available
- Aug 30 — **Interim Release 4**
- Oct 4 — **Interim Release 5**
  - October 6th - DIP Simulator, compatible to Interim Release 4 Available
- Nov 1 — **Interim Release 6**
  - December 15th - DIP Simulator, compatible to Interim Release 6 Available

Test Programme

- **SIT - CIT** — Oct 30 - Feb 23
- **SIT Functional Cycle 1** — Mar 11 - Jun 28
- **Release Window** — Jul 1 - Jul 12
- **SIT Functional Cycle 2** — Jul 15 - Sep 6
- **Release Window** — Sep 9 - Sep 20
- **SIT Functional Cycle 3** — Sep 23 - Oct 18
- **Core Systems Code Freeze** — Nov 1
- **SIT Functional Regression** — Nov 4 - Jan 3

SIT CIT (All Intervals)
PPs are expected to be PIT Complete against a **minimum of Interim Design Release 2**
PPs can choose to DBT against later Releases, and be PIT Complete against Interim Release 3,4, or 5 prior to entry to CIT

SIT Functional
All PPs need to be PIT Complete against Interim Release 6 in readiness to commence SIT Functional Test execution.
Should further Design Releases be forecast beyond Interim Release 6, then a co-ordinated Release uplift will be implemented in the Release window between SIT Functional Cycle 1 and Cycle 2

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Appendix 2

CR024 & CR025 Impact Assessment Responses by Constituency

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Programme Parties	Range of respondents' views on benefits and concerns (related to the approach in CR024)
Large Suppliers	+ **Two large suppliers responded to the Impact Assessment, both of which supported the Change Request.** + They noted that the change should simplify Code Drafting and agreed that use of terms should be consistent across participants and code bodies. – It was called out that the change will introduce inconsistency in MHHS artefacts. Re-work will be required to make MHHS artefacts consistent. – One large supplier noted that this change means a move away from the Programme and Code Drafting being design-led, and sets a precedent for Code Drafting changes being drafted outside of the design-led principle.
Medium Suppliers	*Did not respond.*
Small Suppliers	*Did not respond.*
I&C	+ **Both responding I&C Suppliers supported the Change Request.**
DNOs	+ **Two of the four responding DNOs supported the Change Request.** + It was agreed that there is currently ambiguity in the drafting of certain design artefacts. + One DNO believes the Change Request will avoid unnecessary Code Drafting activities. – **Two of the four responding DNOs rejected the Change Request.** – One rejecting DNO stated that they had assumed that the MHHS terminology would be picked up and progressed in any code and process changes as part of the Programme, and felt that the request did not seem to be in the in spirit of the MHHS Programme. – A risk was raised by an MPRS service provider that this change would have an impact on the MPRS design changes and would impact updates to the Validation Rules to reflect the Data Item Name. – One DNO estimated that the effort would take approximately 18 working days to complete, and without planning it has the potential to impact upcoming critical path milestones. It was also highlighted that the change introduced a risk of impacting SIT timelines. – The other rejecting DNO called out that the change would have a detrimental impact on the design and implementation milestones for their Service Provider as MPRS design changes would be required to update the Validation Rules to reflect the Data Item Names. This would involve rework to the MPRS design, which would potentially impact Programme milestones.

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Appendix 2 – CR024 Impacts – Views on the proposed approach (Page 2)

Programme Parties	Range of respondents' views on benefits and concerns (related to the approach in CR024)
iDNOs	+ **One of the two responding iDNOs supported the Change Request.** − **One of the two responding iDNOs rejected the Change Request.** − The rejecting iDNO argued that changing the description of Data Items DI50488 - DI50496 to be free form would drive inconsistency instead of aligning data across the industry.
Agents	+ **Two of the three responding Agents supported the Change Request.** + It was stated that a change to the naming conventions (and other elements described within the Change Request, such as data formats) is better undertaken as early as possible. − **One Agent abstained from supporting or rejecting the Change Request.** − The abstaining Agent stated that there was insufficient material provided on the impact of this change to make a data-based assessment on the cost vs value implications of implementing the changes. − One of the supporting Agents argued that whilst a change to the naming conventions is better undertaken as early as possible, there is a risk with this Change Request regarding the impact that it may have on SIT activity.
S/W Providers	+ **Two of the three responding Software Providers supported the Change Request.** + The more quickly the change is implemented, the more minimal the impact will be, and the lower the risk is that it will affect the rework of code. + The changes were described as "minor cosmetic changes". − **One Software Provider rejected the Change Request.** − They raised a number of risks associated with the change, including the risk of misalignment to the MHHS TOM, the risk of late MPRS entry into CIT and SIT, and the risk of delayed SIT completion. − They argued that the MHHS TOM clearly outlined the new roles and naming conventions to support the transition to half hourly settlement, and that this is an unnecessary late change which results in rework and creates misalignment between Physical and Logical Data item names. − One Software Provider questioned the statement "For the avoidance of doubt, the changes are limited to data item names and description and do not impact the YAML name or the data item definition." and requested clarification. They expect the YAML to be impacted.
REC Code Manager	+ **As Change Raiser, RECCo supports the implementation of the Change Request.**
National Grid	*Did not respond.*

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Appendix 2 – CR024 Impacts – Views on the proposed approach (Page 3)

Programme Parties	Range of respondents' views on benefits and concerns (related to the approach in CR024)
Consumer	*Did not respond.*
Elexon (Helix)	▪ Helix abstained from supporting or rejecting the Change Request, stating that it had no impact on their activities.
DCC	+ **The DCC support the Change Request.** + They stated that the Change Request added clarity, and that using established terms where possible will promote comprehension across industry parties.
SRO / IM & LDP	− **The Programme rejected the Change Request.** − The Change Request implies that changing references to descriptions does not have a material impact, however the changing of Data Item names does. − Significant work would be required to update all the identified artefacts (> 20 w/d effort from design). This would not be a priority when compared to more significant updates to the design. − The request to update the term Metering Service to MOA will affect 54 design artefacts, whilst Service Provider will affect 40 design artefacts. − The proposed changes have potentially much wider implications on participants and timelines for implementation.
IPA	+ The IPA is comfortable that the Change Request is not expected to have an impact on their activities and has no specific objections to its implementation.

Appendix 2 – CR025 Impacts – Views on the proposed approach (Page 1)

Programme Parties	Range of respondents' views on benefits and concerns (related to the approach in CR025)
Large Suppliers	+ **Two large suppliers responded to the Impact Assessment, both of which supported the Change Request.** + One large supplier acknowledged that a detriment would be incurred by the change, but agrees that use of terms should be consistent across Participants and Code Bodies. + The other believes that the change will enable alignment in the existing code terminology and avoid delays in the code drafting schedule.
Medium Suppliers	*Did not respond.*
Small Suppliers	*Did not respond.*
I&C	+ **Both responding I&C Suppliers supported the Change Request.**
DNOs	+ **Three of the four responding DNOs supported the Change Request.** + It was agreed that there is currently ambiguity in the drafting of certain design artefacts. – **One DNO rejected the Change Request.** – Concerns were raised regarding the impact changing DIP interface naming would have on alignment between the names of DIP files and the event codes and scenarios, which could cause confusion in a lower-level of detail in Code Drafting. – The rejecting DNO recognised the desire to align existing code terminology, but stated their reason for rejection as the potential detrimental impact the change could have upon the design and implementation milestones.

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Programme Parties	Range of respondents' views on benefits and concerns (related to the approach in CR025)
iDNOs	+ **The one responding iDNO supported the Change Request.**
Agents	+ **Two of the three responding Agents supported the Change Request.** + It was suggested that aligning the definitions with Code Terminology would be beneficial to schedules. + Clarity is beneficial and would reduce effort by all parties. − **One Agent abstained from supporting or rejecting the Change Request.** − They argued that insufficient material was provided on the impact of this change to make a data-based assessment on the cost vs value implications of the change. − One of the supporting suppliers expressed their desire to of see the proposed changes to enable corrections or changes in advance of the Change Request being raised. − A risk was raised regarding the disruptive effect the change could have on CIT and subsequent testing phases. − There is a greater risk of confusion if there is not alignment on terms with the set design artefacts.
S/W Providers	+ **Two of the three responding Software Providers supported the Change Request.** − **One Software Provider abstained from supporting or rejecting the Change Request.** − Their reason for abstaining was that the change proposed no software impact on MPRS, however they stated that they disagreed with the principles of the change. − The proposed change from Metering Service to MOA raised concerns. − One Software Provider noted that moving away from the term 'Metering Service' would cause a misalignment with the TOM.
REC Code Manager	+ **As Change Raiser, RECCo supports the implementation of the Change Request.**
National Grid	*Did not respond.*

Programme Parties	Range of respondents' views on benefits and concerns (related to the approach in CR025)
Consumer	*Did not respond.*
Elexon (Helix)	▪ Helix abstained from supporting or rejecting the Change Request. ▪ Following a review of the Change Request and the *MHHS-DEL1327-CR25 DIP Interface Name Change* attachment, they stated that there is no impact to Helix, as they do not currently store the interface names.
DCC	+ **The DCC support the Change Request.** + They stated that the Change Request added clarity, and that using established terms where possible will promote comprehension across industry parties.
SRO / IM & LDP	+ The Programme recognise that the Change Request makes sense in principle. − **The Programme rejected the Change Request.** − The Programme referenced the potential the change has potential to introduce confusion within industry. They suggest that alternate options should be considered e.g., synonyms within the Code Drafting. − Significant work would be required to update all the identified artefacts (> 20 w/d effort from design to make updates to c.50 artefacts). This would not be a priority when compared to more significant updates to the design. − Implementing a change to a large number of design artefacts at this time within the Programme would add additional confusion and uncertainty to Participants, and have wider implications to other Programme artefacts, such as testing, migration and transition.
IPA	+ The IPA is comfortable that the Change Request is not expected to have an impact on their activities and has no specific objections to its implementation.

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Appendix 3

Updated/New *DEL171 Change Control Approach* Slides
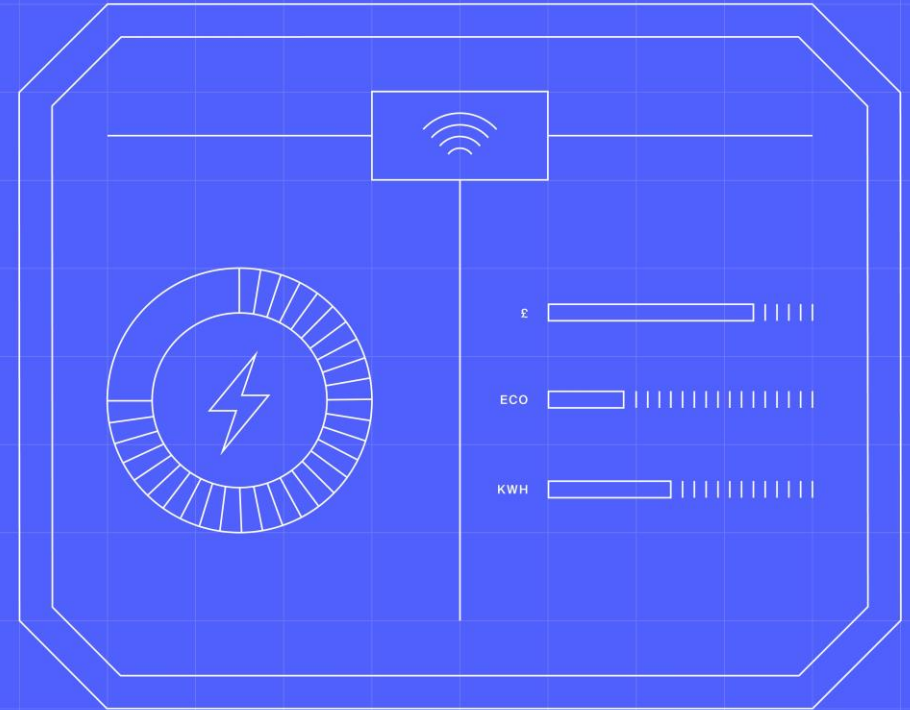
There are three major sources of change in the MHHS Programme that could require the need for a formal Change Request to be raised. These include:

- **A change to a programme success factor (time, cost, quality, scope)**

- **A change to a baselined programme artefact***

- **A change raised via the design issues process**

Changes will typically manifest from several different places across the programme. These could be driven by external industry factors, through the Sponsor (Ofgem), through the Implementation Manager or via Programme Participants.

The change process can be initiated by any party on the MHHS Programme and will require an individual owner (known as the 'Change Raiser') to work with the MHHS PMO in raising the Change Request.

The scope of the Change Control process covers from when a change is identified, through to when a change has been rejected or implemented.

There is a single Change Control process for the MHHS Programme. Clear decision points have been inserted into the process that may allow a change to either be expedited, escalated or passed through as a "housekeeping" change.

These decision points will help to ensure a measured and appropriate level of governance is applied to the Change Control process at all times.

A decision to escalate or expedite a change will be taken by the SRO (or delegated individual) at the recommendation of the Change Board.

1. An **expedited change** can be enacted when a CR is raised but requires swifter action that the pre-defined SLAs require. These CRs will be managed by exception and fast tracked upon receipt by the MHHS PMO for decision.

2. An **escalated change** may be required if it appears that a CR may exceed the thresholds defined in the MHHS Governance Framework.

3. A **"Housekeeping" change (no impact)** covers administrative changes that have no impact on the programme, such as minor updates to baselined artefacts that have no wider impact on programme outcomes or its deliverables. These changes will be logged with the MHHS PMO and noted at the Change Board for information rather than for decision.

In the case of an expedition or escalation an ad hoc Change Board, Advisory Group and/or Working Group may need to be convened to review the CR and provide a recommendation to ensure there is no delay to timelines.

Fast Track Design Update Process and Design Issue Notifications (DINs)

The Fast Track Design Update Process consolidates open items in the DIN Log into a single monthly release of updated design documentation. Items that follow this process do not require a Change Request to be raised, as per the documented process.

Some open items in the DIN Log may be of sufficient complexity that they require further discussion at the Design Review Group (DRG). An output of this session may be to raise a Change Request for Impact Assessment, or to undertake the necessary options analysis via the PPIR process before raising a CR once the chosen solution is agreed.

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In line with the guiding principles for Change Control, the Programme has established guidelines on when a Change Request should, or should not, be raised.

A Change Request **should**:

- Be discussed at Working Group and Advisory Group level before they are submitted to the MHHS PMO. Any potential change should be raised and discussed with the stakeholder groups closest to their detail to validate that a CR is necessary.

- Include a single option for Impact Assessment. If there are multiple solution options to be assessed, this should happen before the Change Request is raised to MHHS PMO. The best way for this to be done is via the Programme Participant Information Request (PPIR) process.

- The PPIR process seeks quantitative evidence to support a decision on agreeing the most appropriate solution.

A Change Request **should not**:

- Include multiple options to be impact assessed. To seek industry's view on multiple solution options the PPIR process should be enacted.

- Be submitted without warning and without prior discussion at the appropriate Governance Group.

Please note: Change Requests that are raised without prior discussion at the necessary Governance Group run the risk of being rejected by the Change Board and delaying the process.

If a change request is submitted to the Change Board with multiple options, the Change Board will review the change and may commission the appropriate Advisory Group to undertake the necessary solution options analysis in the form of a PPIR. The Change Board may also refer the Change Request back to the change raiser to allow the raiser to re-submit the change with a single solution.

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Application of the Change Control Process

New slide

Scenario 1: Operational Choreography (CR017 / CR018)	Scenario 2: Programme Replan (CR022)	Scenario 3: Interim Plan updates to reflect replan deferment (CR020)
• CR017 and 18 were CRs raised into Change Control process to review the proposed operational choreography routines needed to manage DIP registration messages. • CR017 contained two solution options, while CR018 contained a further option for consideration. • These changes were discussed extensively at DAG without agreement. • The Change Control process was used to gather feedback and to identify a preferred option, rather than assess the impact of the chosen option. • The Impact Assessment findings were then presented to DAG for decision on the agreed option. • This process caused confusion within DAG on their role in approving the options.	• The Programme Replan went through 3 rounds of industry consultation before CR022 was raised for industry impact assessment. • This was because there were multiple options and variations to the plan that needed further investigation before programme participants could accurately undertake the impact assessment. • While not strictly following the PPIR process, this is an example of where consultation on options was undertaken before the Change Request was raised. • Following the 3rd round of consultation and with a more stable set of planning artefacts, the Change Request was raised. • At this point, the proposed solution was mature enough to accurately impact assessed by industry.	• It was agreed at PSG that the approval process for the programme replan would be extended by 1-month. • As the interim plan was a baselined artefact, this required a Change Request to baseline the changes. • As the change itself was purely a cosmetic update to a document, a housekeeping change was raised. • There were no wider implications on the programme and therefore an Impact Assessment was not required. • The housekeeping change was submitted to the Change Board and ratified at that meeting. • This was then communicated in The Clock and the updated document published onto the website and Collaboration Base.
✗ This was not the appropriate use of the Change Control process. ✗ The solution options analysis should have been undertaken before the Change Request is raised via the PPIR process. ✗ Once the agreed solution was identified, it should have been raised as a Change Request and the industry impact assessment carried out against that.	✓ This was the correct use of the process, with industry consultation being used to identify a chosen 'solution'. ✓ With the replan in a position to be impact assessed by industry, the Change Request was raised. ✓ This ensured the impact assessment was focused and targeted. ✓ The IA period was extended as the volume of information to review was high. Where the change is less complex the IA period can be reduced to expedite the process.	✓ This was the correct application of the Change Control process. ✓ The change was not material and did not warrant an impact assessment ✓ The housekeeping process ensures the change is recognized and a clear audit trail in place, while ensuring the appropriate rigor is applied.

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There are four key phases to the Change Control process. These, along with the associated activities, are highlighted in the diagram below:

Change identified	Initial analysis and assessment	Full impact assessment	Approval and implementation
• A potential change is identified that could impact the MHHS Programme • This could be submitted directly to the MHHS PMO by a PP (following the processes on slide 10), as a result of a DIN submitted to the Design team, an update identified in Code Drafting, or following a formal PPIR • The Change Raiser completes the Change Request form and submits this to the MHHS PMO • The MHHS PMO will confirm receipt of CR and provide a unique CR reference number • The CR is circulated to the Change Board for review in advance of the next meeting.	• The Change Board is convened and reviews the CR. The Change Raiser will be invited to present their CR. • If the Change Board believe the CR to be valid, it will pass it onto the appropriate Advisory Group, or to Programme Steering Group (PSG) for triage. • The Change Board and Change Raiser will consider dates required for implementation as part of the validation process • The Advisory Group or PSG recommends to proceed with a full Impact Assessment (IA) or to reject the CR • The Change Board may also reject the CR, or request further information.	• A request for full IA is then issued to the PPs via the MHHS PMO • The MHHS PMO will engage all Programme Participants to gather the full industry and consumer impact and cost through the IA process • IAs are returned to the MHHS PMO by the requested parties in line with the agreed SLA timelines • The IAs are consolidated into a single view and presented to the relevant Advisory Group.	• The SRO seeks consensus of Advisory Groups or PSG, on whether to approve or reject the CR • A decision is made • If approved, the MHHS PMO communicate this to impacted parties along with implementation timelines. These timelines will have been agreed with the relevant Advisory Group • Impacted parties incorporate new scope into their workplans • The MHHS PMO track implementation and incorporate new activities into the programme plan.

Note: *The Independent Programme Assurer (IPA) will sit on the Change Board as an observer*
All parties will have visibility of all Change Requests via the Change Request Log.

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To ensure the right people, with the appropriate expertise, are able to review and assess new changes and impact assessment results, when a change is raised, it will be assigned to an Advisory Group for review and approval.

There are also occasions where CRs and IA responses may need to go to the Programme Steering Group rather than an Advisory Group for approval. For example, a change to overarching programme timelines.
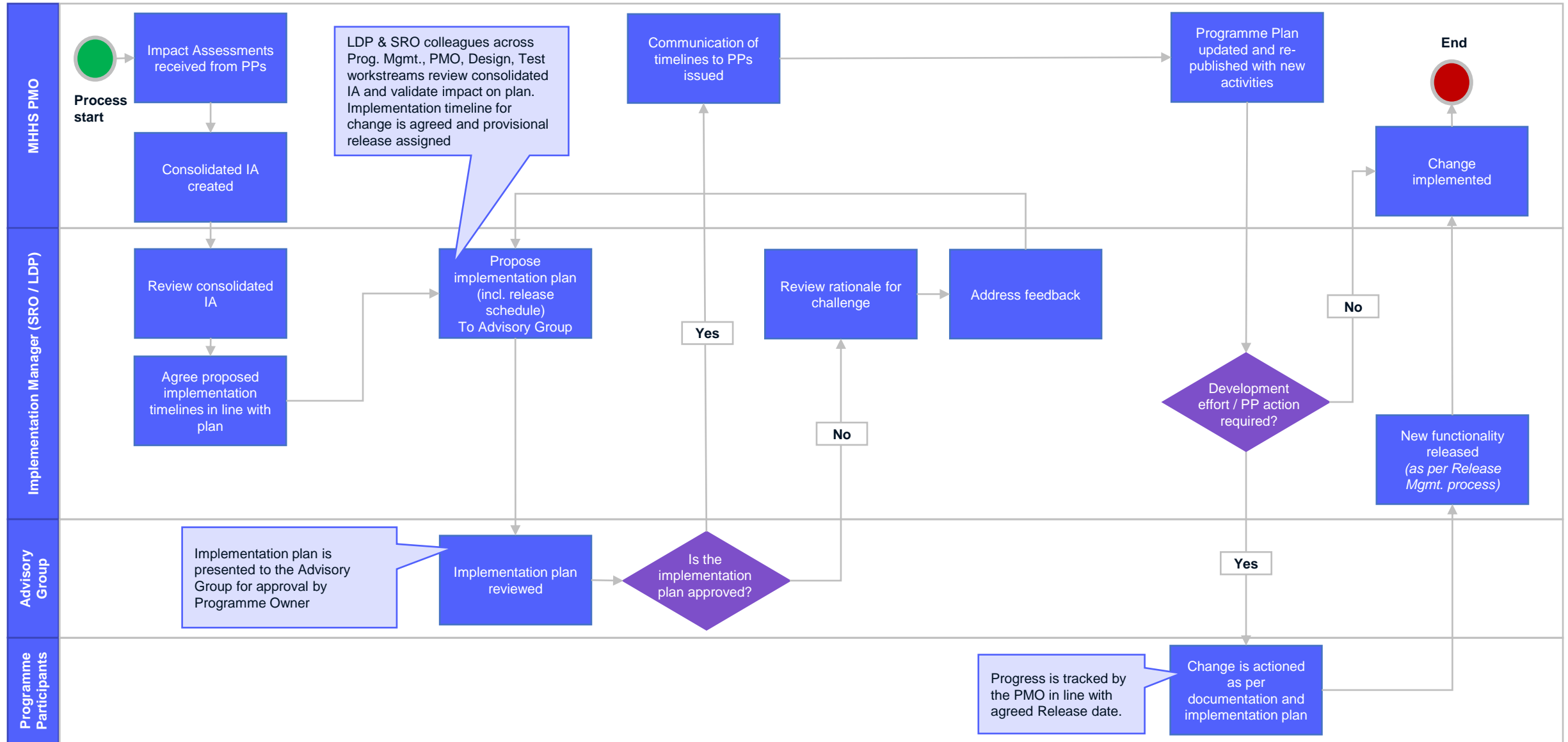
When an Advisory Group is assigned a Change Request, they will be responsible for confirming that it can proceed for Impact Assessment. Additionally when Impact Assessment responses are received, they will be responsible for reviewing the response and advising the SRO or Chair on an approval decision.

The table below details the role of each governance group in reviewing new change requests or impact assessments.

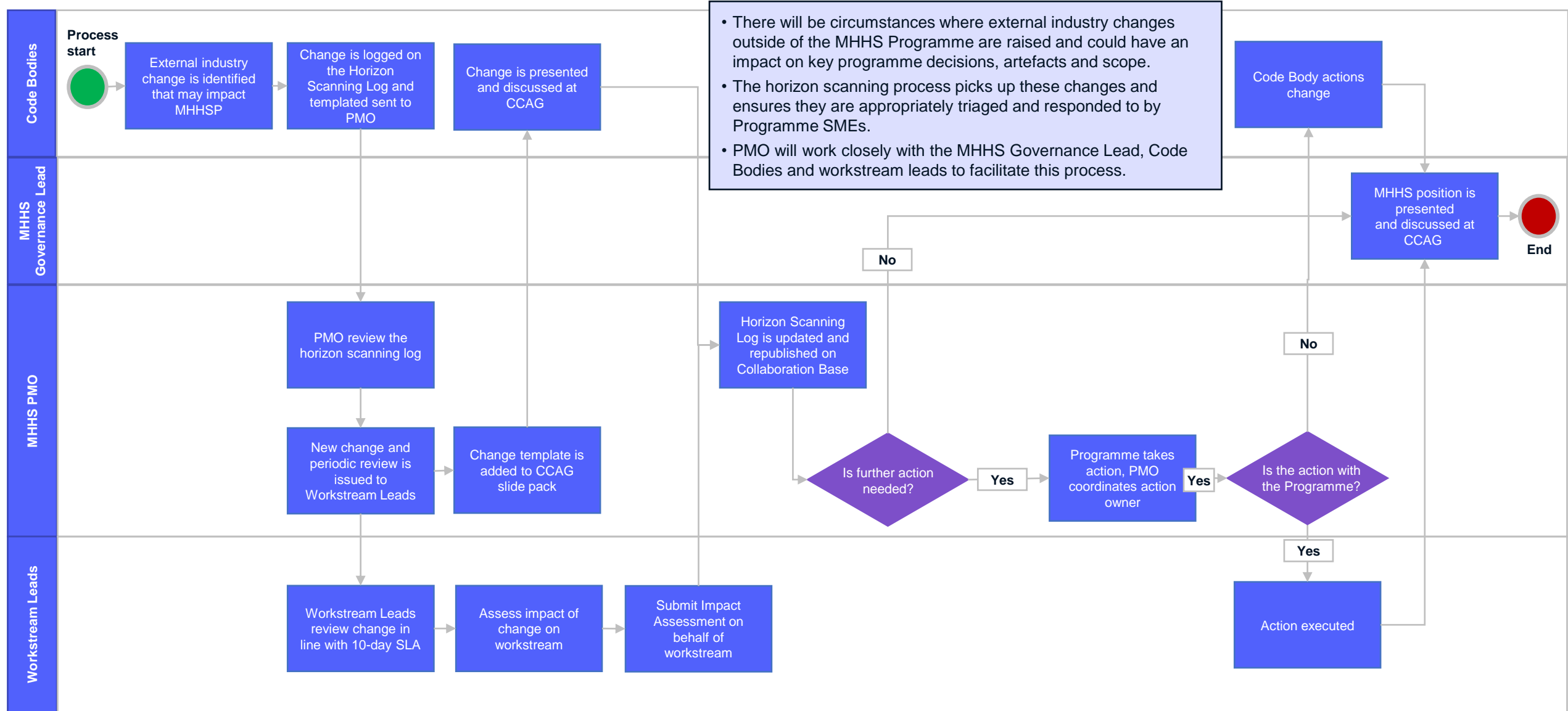| Governance Group	Acronym	Role
Design Advisory Group	DAG	• To review any Change Requests that propose a change to the baselined design or a baselined design artefact
Testing and Migration Advisory Group	TMAG	• To review any Change Requests that propose a change to a Testing or Migration artefact, plan or timeline
Cross Code Advisory Group	CCAG	• To review any Change Requests that impact existing regulatory standards and scope of code changes required for the MHHS programme • To review changes approved at DAG which will have an impact on Code Drafting
Programme Steering Group	PSG	• To review any Change Requests that fundamentally change the Programme Governance Framework • To review any Change Requests that fundamentally impact programme delivery timescales, such as proposing to move a Tier 1 milestone* up to 3 months**

Tier 1 milestones are detailed in the Ofgem Transition Timetable and following the programme re-plan will be captured in the Milestone Register

**Any changes to Tier 1 milestones of more than 3 months are escalated to Ofgem as per the MHHS Programme Governance Framework and detailed in the change control process*

Post Implementation – Process Map

New slide

Code Bodies

Process start

External industry change is identified that may impact MHHSP

Change is logged on the Horizon Scanning Log and templated sent to PMO

Change is presented and discussed at CCAG

- There will be circumstances where external industry changes outside of the MHHS Programme are raised and could have an impact on key programme decisions, artefacts and scope.
- The horizon scanning process picks up these changes and ensures they are appropriately triaged and responded to by Programme SMEs.
- PMO will work closely with the MHHS Governance Lead, Code Bodies and workstream leads to facilitate this process.

Code Body actions change

MHHS Governance Lead

No

MHHS position is presented and discussed at CCAG

End

MHHS PMO

PMO review the horizon scanning log

New change and periodic review is issued to Workstream Leads

Change template is added to CCAG slide pack

Horizon Scanning Log is updated and republished on Collaboration Base

Is further action needed?

Yes

Programme takes action, PMO coordinates action owner

Yes

No

Is the action with the Programme?

Yes

Action executed

Workstream Leads

Workstream Leads review change in line with 10-day SLA

Assess impact of change on workstream

Submit Impact Assessment on behalf of workstream

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Cover note: Change Control Issues and Responses – June 2023

Several clarifications have been raised regarding how the Change Control process works. These have been responded to below.

#	Issue	Response
1	The Change Board should have a list of defined criteria for assessing a CR before it moves to the next stage.	• Slide 11 in the Change Control Approach articulates what a Change Request should and should not include. • We have included more detail on the role of the Change Board in the process on slide 27.
2	There should be a general principle that a decision isn't made until the full set of changes are available for review.	• This has been superseded by the implementation of the Fast Track Design Change Process.
3	The process for managing rejected CRs is unclear.	• We have provided greater clarity in the detailed process map to show a clear appeals process (see detailed process map)
4	Implementation of CRs needs to be considered by advisory groups when they make a decision.	• A slide articulating the expectations of the Advisory Groups has been added to this pack (slide 27) to articulate this.
5	There is a requirement for the implementation approach to be clarified.	• Greater clarity will be built into the detailed process map to provide clarity requested and can be seen on slide 21.
6	Options analysis should be implemented for complex change.	• Options analysis should be undertaken in advance of a Change Request being submitted. If options analysis is necessary it should be undertaken via the PPIR process and not use the Change Control process. See slide 11-12.
7	Clarification is needed on the process and when updates to a CR can be made throughout the change control process and by who.	• A slide articulating the expectations of the Advisory Groups has been added to this pack (slide 27) to articulate this.