

MHHS SIT Advisory Group (SITAG) Headline Report

Issue date: 20/03/2024

Meeting number	SITAG 002	Venue	Virtual – MS Teams
Date and time	20 March 2024 10:00-12:00	Classification	Public

Actions

Area	Action Ref	Action	Owner	Due Date
IPA Updates	SITAG02-01	IPA to consider providing improved visibility of progress on assurance recommendations	IPA (Taylor Thorpe)	17/04/2024
Programme Milestones related to SITAG	SITAG02-02	Programme to provide milestone commentary for all 'red' or 'amber' milestones and ensure approval decision are clearly highlighted within the meeting papers with appropriate additional context provided where required	Programme (PMO)	17/04/2024
Summary and Next Steps	SITAG02-03	Programme to provide monthly SIT Functional status update to SITAG including view of any residual or emerging risks	Programme (Lee Cox)	17/04/2024

Decisions

Area	Decision Ref	Description
Minutes and Actions	SITAG-DEC09	SITAG approved the headline report of the SITAG meeting held 21 February 2024 with no amendments
SIT Migration Test scenarios & Test Cases (Theme 1)	SITAG-DEC10	SRO approved the SIT Migration Test Scenarios and Test Cases Theme 1 (Forward Migration) for publication
Programme Milestones related to SITAG	SITAG-DEC11	SRO approved a change of delivery date for Programme milestone T3-TE-0092 (Environment Approach and Plan - SIT Non Functional) from 17April 2024 to 15 May 2024

Key Discussion Items

Area	Discussion
------	------------

Minutes and Actions	<p>The SITAG approved the headline report of the previous meeting with no amendments (DECISION SITAG-DEC09 – recording timestamp 00:03:17).</p> <p>Action outcomes were provided per the meeting slides.</p>
SIT Migration Test scenarios & Test Cases (Theme 1)	<p>The Programme requested approval of the SIT Migration Test Scenarios and Test Cases Theme 1 (Forward Migration) following a recommendation from the SIT Working Group (SITWG).</p> <p>No comments were raised, and the Chair requested any objections to approval, to which none were raised.</p> <p>The Chair, acting with delegated authority of the MHHS Senior Responsible Owner (SRO), approved the SIT Migration Test Scenarios and Test Cases Theme 1 (Forward Migration) (DECISION SITAG-DEC11 – recording timestamp 00:05:55).</p>
SIT Functional Work-Off Updates	<p>The Programme provided updates on SIT Functional preparation work-off progress, per the meeting slides. Cohort E & F continue to track for late commencement on 25 March 2024 as previously advised.</p> <p>The Programme drew attention to the <u><i>MHHS-DEL2266 SI Overarching SIT Functional Readiness Report</i></u>, which contains the latest information on SIT Functional preparation work-off progress.</p>
IPA Updates	<p>The IPA provided updates on test assurance activities per the meeting slides. The IPA highlighted 81 assurance recommendations have been made since April 2023 with the majority implemented and thanked the Programme and participants for their efforts.</p> <p>The IPA advised latest activities included:</p> <ul style="list-style-type: none"> • Supporting SIT Functional (SIT F) commencement • Planning of the next assurance phase as SIT F execution progresses • Reviewing status of future SIT stages and Qualification Testing <p>The Small Supplier Representative queried an ‘expired’ recommendation and the IPA advised it related to a recommendation for CIT, which has now completed.</p> <p>The Large Supplier Representative asked whether the IPA could provide visibility of the outstanding recommendations (ACTION SITAG02-01).</p>
Programme Milestones related to SITAG	<p>The Programme provided an overview of upcoming Programme milestones relevant to SITAG, per the meeting slides. The Programme requested approval of a change to the delivery date of milestone T3-TE-0092 (Environment Approach and Plan - SIT Non Functional) from 17April 2024 to 15 May 2024.</p> <p>The Large Supplier Representative advised the milestone information was useful and requested commentary is provided for all milestones which are ‘red’ or ‘amber’. The representative also requested that milestone changes for decision be clearly highlighted within the meeting papers and appropriate additional context provided where required (ACTION SITAG02-02).</p> <p>The Chair requested any objections to the approval of the proposed change, to which none were raised.</p> <p>The Chair, acting with delegated authority of the SRO, approved the change of delivery date for T3-TE-0092 (DECISION SITAG-DEC12 – recording timestamp 00:19:35).</p>

<p>Summary and Next Steps</p>	<p>The RECCo Representative requested information on SIT F progress is provided at future SITAG meetings. The Programme noted weekly reports are provided to all SIT participants and the Programme are closely involved in day-to-day and weekly progress reporting. The Programme considered that participants have the management information needed to execute SIT F and offered to provide status update to SITAG each month including a view of any residual or emerging risks (ACTION SITAG02-03).</p>
<p>AOB – Non-Functional and Operational Test Approach and Plan</p>	<p>SIT Non-Functional Test Approach and Plan</p> <p>The Programme provided an overview of the timelines for consultation and decision on the SIT Non-Functional Test Approach and Plan, and associated Test Data Approach and Plan, per the meeting slides. The Programme advised the timelines had been share with the Fast Track Implementation Group (FTIG), the Non-Functional Testing Working Group (NFTWG), and would be shared with the SIT Working Group (SITWG).</p> <p>SIT Operational Test Approach and Plan</p> <p>The Programme provided an overview of the timelines for consultation and decision on the SIT Operational Test Approach and Plan, and associated Test Data Approach and Plan, per the meeting slides.</p>
<p>Appendix – New Advisory Groups</p>	<p>The Programme highlighted the constituency seats which remain vacant at the SITAG, Migration and Cutover Advisory Group (MCAG), and Qualification Advisory Group (QAG). The Programme requested SITAG members highlight these vacancies to their constituents.</p>

Date of next meeting: 17 April 2024

Attendees

Chair

Chris Welby (Chair)

Industry Representatives

Graham Wood
James Murphy
Jonny Moore
Shaun Brundrett
Stacey Buck
Terri Hamilton

MHHS IM

Adrian Page
Fraser Mathieson
Jason Brogden
John Wiggins (part meeting)
Lee Cox
Keith Clark
Kiran Raj
Smitha Pichrikat

Other Attendees

Bhoopal Breddy
Sinead Quinn
Steve Mullins
Taylor Thorpe

MHHS SRO

Large Supplier Representative
Supplier Agent Representative (Independent)
RECCo Representative
Small Supplier Representative
IDNO Representative
DNO Representative

SI Lead
Governance Lead
Programme Industry SME
Migration Lead
Test Lead
Programme Manager
Design Team
Client Delivery Programme Manager

IPA
Ofgem
IPA
IPA

Apologies

Gavin Gallimore
Santosh Vasudevan
Seat vacant
Seat vacant
Confirmed not filling seat
Confirmed not filling seat

DCC Representative
Elexon Representative
Supplier Agent Representative
Medium Supplier Representative
Consumer Representative
I&C Supplier Representative