

## MHHS SIT Advisory Group (SITAG) Headline Report

**Issue date: 19/07/2024**

Meeting number	<b>SITAG 006</b>	Venue	<b>Virtual – MS Teams</b>
Date and time	<b>17 July 2024 10:00-12:00</b>	Classification	<b>Public</b>

### Actions

Area	Action Ref	Action	Owner	Due Date
<b>SIT Operational Test Scenarios &amp; Test Cases Themes 1 &amp; 2</b>	SITAG06-01	Programme to review responses received from the SITWG. If responses are low, follow up with the SITWG to encourage participation in consultations moving forwards. Programme to explicitly state that lack of response will be taken as approval in communication.	Programme (Roger Robar)	21/08/2024
	SITAG06-02	For future SITAGs, Programme to update the narrative in recommendations to indicate no negative responses were received to avoid repeated questions.	Programme (Roger Robar)	21/08/2024
	SITAG06-03	Programme to document and raise the risk associated with the delivery of test scenarios and test cases due to the dependency on Helix's low-level service design documentation.	Programme (Roger Robar)	21/08/2024
<b>SIT Progress Management Summary</b>	SITAG06-04	Programme to send a link to SITAG with the Sprint 2 report when it is ready.	Programme (Dominic Mooney)	19/07/2024
<b>Programme Milestones related to SITAG</b>	SITAG06-05	Programme to update the mitigation plan for R753 and distribute to SITAG post-meeting.	Programme (Roger Robar)	19/07/2024
<b>Summary and Next Steps</b>	SITAG06-06	Programme to confirm documents approved in SITAG are communicated promptly to the relevant teams and groups (non-LDSO, qualification teams, QWG, and QAG).	Programme (PMO)	19/07/2024

### Decisions

Area	Decision Ref	Description	Rationale
<b>Minutes and Actions</b>	SITAG-DEC27	SITAG approved headline report of the SITAG meeting held 15 May 2024 with no amendments	The Programme invited objections to the approval of the document, to which none were received.

<b>SIT Non-Functional Test Scenarios &amp; Test Cases Themes 2 &amp; 3</b>	SITAG-DEC28	SRO approved SIT Non-Functional Test Scenarios & Test Cases Theme 2 (v0.2)	The document had been recommended for approval by SITWG, the Chair invited objections to the approval of the document, to which none were received.
<b>SIT Operational Test Scenarios &amp; Test Cases Themes 1 &amp; 2</b>	SITAG-DEC29	SRO approved SIT Operational Test Scenarios and Test Cases Theme 2 (v0.2)	The document had been recommended for approval by SITWG, the Chair invited objections to the approval of the document, to which none were received.
<b>Release Management and Configuration Approach document</b>	SITAG-DEC30	SRO approved the Release Management & Configuration Management Approach (v1.4)	The Chair invited objections to the approval of the document, to which none were received.
<b>Programme Milestones related to SITAG</b>	SITAG-DEC31	SRO approved the Key Milestone date change for T3-TE-0043, SIT Migration Testing End (Minimum Viable Cohort) (incl. confirmation that PPs have submitted their Test Completion Reports to Programme for assurance), from 04 October 2024 to 03 January 2025	The request to approve this adjustment from SITAG ensured that the project timeline accurately reflects current progress. The Chair invited objections to the approval of the date change, to which none were received.

### Key Discussion Items

Area	Discussion
<b>Minutes and Actions</b>	<b>DECISION:</b> The headline report of the previous meeting was approved with no amendments ( <b>SITAG-DEC27 – recording timestamp 00:03:49</b> ).
<b>SIT Non-Functional Test Scenarios &amp; Test Cases Themes 2 &amp; 3</b>	<p>The Programme provided an update on SIT Non-Functional Test Scenarios &amp; Test Cases Themes 2 and 3. Theme 2 had been recommended for approval by SITWG, while Theme 3 needed further amendments to align with the DIP Design/Build.</p> <p>The Programme requested approval of the SIT Non-Functional Test Scenarios &amp; Test Cases Theme 2 (v0.2).</p> <p>The RECCo Representative inquired about the timeline for Theme 3, to which the Programme responded that it would be brought back to SITAG in August.</p> <p>The Chair invited objections to the approval of the document, to which none were received.</p> <p><b>DECISION:</b> The Chair, acting with delegated authority of the MHHS Senior Responsible Owner (SRO), approved the SIT Non-Functional Test Scenarios &amp; Test Cases Theme 2 (v0.2) (<b>SITAG-DEC28 – recording timestamp 00:06:38</b>).</p>
<b>SIT Operational Test Scenarios &amp; Test Cases Themes 1 &amp; 2</b>	<p>The Programme provided an update on SIT Operational Test Scenarios &amp; Test Cases Themes 1 and 2. Both Themes 1 and 2 had been recommended for approval by SITWG. However, Theme 1 was deferred as the Test Cases require further amendments to align with the DIP Design/Build and Theme 2 recommendation had been achieved via SITWG email correspondence on 09 July 2024.</p> <p>The Programme requested approval of the SIT Operational Test Scenarios &amp; Test Cases Theme 2 (v0.2).</p> <p>The Small Supplier Representative inquired about the number of email responses received regarding the recommendation of Theme 2 from SITWG, questioning whether lack of responses implied acceptance and emphasised the need to understand the response rate and the reasons behind any lack of feedback.</p>

	<p>The Programme suggested verifying the responses and encouraging more feedback from the SITWG, noting that lack of response usually implies approval. The RECCo Representative clarified that the email sent out assumed no response equated to approval. However, the Programme agreed and proposed improving future communication to clearly state this assumption and to ensure all opinions are captured.</p> <p><b>ACTION:</b> Programme to review responses received from the SITWG. If responses are low, follow up with the SITWG to encourage participation in consultations moving forwards. Programme to explicitly state that lack of response will be taken as approval in communications. <b>(SITAG06-01)</b></p> <p><b>ACTION:</b> For future SITAGs, update the narrative in recommendations to indicate no negative responses were received to avoid repeated questions. <b>(SITAG06-02)</b></p> <p>The Chair invited objections to the approval of the document, to which none were received.</p> <p><b>DECISION:</b> The Chair, acting with delegated authority of the SRO, approved the SIT Operational Test Scenarios and Test Cases Theme 2 (v0.2). <b>(SITAG-DEC29 – recording timestamp 00:12:00)</b></p> <p>The discussion then shifted to service management testing for Theme 3. The RECCo Representative raised concerns about delays in receiving the low-level service design documentation from Helix, which might push the timeline for Theme 3 approval from August to September. The Programme confirmed active engagement with Helix and agreed to document the risks and dependencies associated with these delays.</p> <p><b>ACTION:</b> Programme to document and raise the risk associated with the delivery of test scenarios and test cases due to the dependency on Helix's low-level service design documentation. <b>(SITAG06-03)</b></p>
<p><b>Release Management and Configuration Approach document</b></p>	<p>The Programme provided an update on the uplifted Release Management &amp; Configuration Management Approach v1.4 and requested approval.</p> <p>The Chair invited objections to the approval of the document, to which none were received.</p> <p><b>DECISION:</b> The Chair, acting with delegated authority of the SRO, approved the Release Management &amp; Configuration Management Approach (v1.4). <b>(SITAG-DEC30 – recording timestamp 00:17:22)</b></p>
<p><b>Actions from SIT Functional Cycle 1 Retrospective</b></p>	<p>The Programme provided an update on the implementation of improvement actions taken during the retrospective between Cycle 1 and Cycle 2 of SIT functional testing. No comments or questions were raised by SITAG members.</p>
<p><b>SIT Progress Management Summary</b></p>	<p>The Programme provided an update on SIT and reiterated the targets for success, including executing 85% of tests across all themes with a 60% pass rate. The Programme also reviewed the Sprint 2 report, stating that while Sprint 2 resolved issues from Sprint 1 and had better test pass rates, the overall throughput was lower than expected.</p> <p>The RECCo Representative raised concerns about meeting the 60% test pass rate objective, questioning how the team could be on track if they hadn't hit 60% in either Sprint 1 or Sprint 2.</p> <p>The Programme clarified that the figures were cumulative and based on overall objectives, with more Sprints remaining to achieve the targets and further explained that the team would issue the post-Sprint 2 report later that day and provide a broader update in the next FTIG meeting.</p> <p>The RECCo Representative suggested including updates on migration and settlement in future SITAG meetings and the Programme agreed, explaining that the Sprint 2 report was still under review and that more information would be available in the next SITAG meeting, including updates on these elements of testing.</p>

	<p>The Programme took an action item to send a link to SITAG with the Sprint 2 report when it was ready, ensuring everyone had full visibility.</p> <p><b>ACTION:</b> Programme to send a link to SITAG with the Sprint 2 report when it is ready (<b>SITAG06-04</b>).</p> <p>The Large Supplier Representative asked about the ongoing work related to risk assessment of end dates based on progress. The Programme responded, stating that they are reviewing progress and future test execution models at the end of each Sprint and will conduct a comprehensive review at the end of Cycle 2 Sprint 4, when there will be more data available on the execution of testing to give a requisite level of certainty for future planning.</p> <p>The RECCo Representative asked about improvements in throughput for SIT migration and functional testing. The Programme responded, noting some improvement but emphasising the need for continued focus and that more information would be provided in the post-Sprint 2 report.</p>
<p><b>IPA Updates</b></p>	<p>The IPA provided updates on test assurance actions status per the meeting slides, noting that most actions were closed, with only a few related to testing still being discussed.</p> <p>The IPA then mentioned the start of period 7 assurance activities and informed SITAG that communications would be sent to selected PPs, to schedule bilateral meetings to discuss specific topics like testing, qualification, migration, and PPs' readiness.</p> <p>The Large Supplier Representative inquired about the timing of the emails for period 7 assurance activities, noting feedback from large suppliers about the challenges of scheduling meetings during the peak holiday season and during SIT execution. The IPA responded, indicating that emails would be sent out either that day or the next, allowing about a week and a half to two weeks lead time before scheduling meetings. No further comments or questions were raised by SITAG members.</p>
<p><b>Programme Milestones related to SITAG</b></p>	<p>The Programme ran through Programme Milestones related to SITAG. The Large Supplier Representative raised a general point about the challenging red status against some milestones and noted that the deadlines looked challenging and questioned if the end dates for SIT functional and other related activities were still appropriate.</p> <p>The Programme explained that most PIT activities were in their final stages, with only a few remaining and acknowledged dependencies on environments and the potential for congestion if progress was slower than hoped.</p> <p>The Large Supplier Representative emphasised the need for certainty for large suppliers, particularly regarding how shifts in milestones might impact their own project management and resourcing plans. The Programme agreed that it was in everyone's interest to be as transparent as possible about the status and thinking, ensuring effective communication with all parties involved.</p> <p>The Programme requested approval of one change of date to existing programme milestone T3-TE-0043, SIT Migration Testing End (Minimum Viable Cohort) (incl. confirmation that PPs have submitted their Test Completion Reports to Programme for assurance) per the meeting slides.</p> <p>The Chair invited objections to the approval of the document, to which none were received.</p> <p><b>DECISION:</b> The Chair, acting with delegated authority of the SRO, approved the date change for T3-TE-0043, SIT Migration Testing End (Minimum Viable Cohort) (incl. confirmation that PPs have submitted their Test Completion Reports to Programme for assurance), from 04 October 2024 to 03 January 2025 (<b>SITAG-DEC31</b> – recording timestamp 00:43:17).</p>
<p><b>Top Programme Risks related to SITAG</b></p>	<p>The Programme introduced the top programme risks related to SITAG. The Large Supplier Representative sought clarification on key dates within the mitigation plan for R753 to gauge when positive movement was expected before the issue escalated.</p>

	<p>The Programme noted the need to update the mitigation plan for R753 based on recent discussions with Helix since the issuance of the slides the previous week.</p> <p><b>ACTION:</b> Programme to update the mitigation plan for R753 and distribute to SITAG post-meeting (<b>SITAG06-05</b>).</p> <p>The Chair sought further clarifications on this before moving on, particularly addressing concerns about visibility and impacts on PPs regarding service design.</p> <p>The Large Supplier Representative expressed concerns about the lack of visibility on impacts to service design and other operational plans, stressing the need for clarity as project managers plan activities for the remainder of the year.</p>
<p><b>Summary and Next Steps</b></p>	<p>The Large Supplier Representative flagged the importance of promptly integrating decisions made within the programme into PIT guidance documents and qualification test cases to facilitate the smooth qualification process for involved PPs and reinforced the need for a streamlined process where approval of programme decisions promptly triggers corresponding updates in qualification materials.</p> <p>The Chair proposed taking action to confirm approval of these documents, ensuring they are communicated promptly to the relevant teams and groups (non-LDSO, qualification teams, QWG, and QAG).</p> <p><b>ACTION:</b> Programme to confirm documents approved in SITAG are communicated promptly to the relevant teams and groups (non-LDSO, qualification teams, QWG, and QAG) (<b>SITAG06-06</b>).</p>

**Date of next meeting: 21 August 2024**

## Attendees

### Chair

**Jason Brogden**

Programme Industry SME (on behalf of SRO)

### Industry Representatives

**Gavin Gallimore**

DCC Representative

**Graham Wood**

Large Supplier Representative

**Jonny Moore**

RECCo Representative

**Lijo Louis**

Medium Supplier Representative

**Richard Marriot**

NGESO Representative

**Shaun Brundrett**

Small Supplier Representative

**Stacey Buck**

IDNO Representative

**Terri Hamilton**

DNO Representative

### MHHS

**Anne Robinson**

PMO Governance Support

**Dominic Mooney**

SIT Manager

**Kiran Raj**

SIT Functional Test Lead

**Miren Sookdeo**

Test Support Manager

**Roger Robar**

Test Management Lead

### Other Attendees

**Liam Evans**

IPA

**Renata Yussupova**

IPA

**Sinead Quinn**

Ofgem

## Apologies

**James Murphy**

Supplier Agent Representative (Independent)

**Santosh Vasudevan**

Elexon Representative

*Seat vacant*

Supplier Agent Representative

*Confirmed not filling seat*

Consumer Representative

*Confirmed not filling seat*

I&C Supplier Representative