



**MHHS
PROGRAMME**
Industry-led, Elexon facilitated

Design Advisory Group #7

23 March 2022

Version 1.0

MHHS-DEL307

Document Classification: Public

Agenda

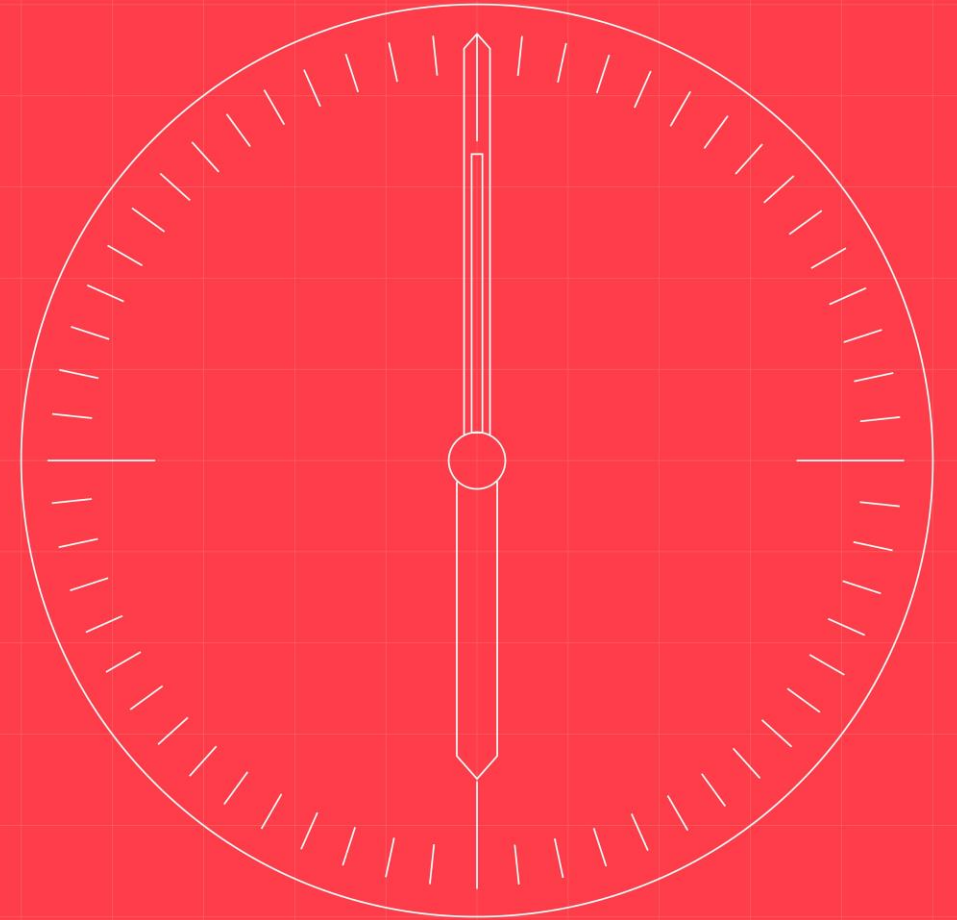
#	Item	Objective	Type	Lead	Time	Page
1	Welcome			Chair	10:00-10:05 <i>5 mins</i>	2
2	Minutes and Actions	Approval of minutes of previous meeting and review of outstanding actions	Decision	Chair & Secretariat	10:05-10:10 <i>5 mins</i>	3-5
3	Governance Group Updates	Relevant updates from other MHHS Programme L2-3 governance groups	Information	Programme (PMO)	10:10-10:15 <i>5 mins</i>	6-7
4	DAG ToR Updates	Update on latest ToR drafting following action DAG06-03	Information	Chair	10:15-10:20 <i>5 mins</i>	8-12
5	Level playing field design principle	Verbal update on discussions from the Extraordinary DAG held 17 March 2022	Information	Chair	10:20-10:25 <i>5 mins</i>	13-14
6	Design Decisions	Decisions on design-specific matters, including DiP functional specification and non-functional requirements	Decision	Programme (Ian Smith)	10:25-10:55 <i>30 mins</i>	18-21
7	Level 4 Working Group Updates	Updates from DAG Working Groups	Information	Programme (Ian Smith & Claire Silk)	10:55-11:10 <i>15 mins</i>	28-31
9	Summary and next steps	Summarise actions and plan agenda for next meeting	Information	Chair & Secretariat	11:10-11:15 <i>5 mins</i>	32-34
	Attachments					
	Attachment 1 – Functional Specification			n/a	n/a	n/a
	Attachment 2 – Non-Functional Requirements					
	Attachment 3 – Design Working Group Schedule (March-June 2022)					

Minutes and Actions

DECISION: Approve 9 March 2022 minutes. Update on open actions, note closed actions

Chair & Secretariat

20 mins



Minutes and Actions Review (1 of 2)

- Approval of Minutes from [09 March 2022](#)
- Open Actions and Actions from last meeting:

Ref	Date	Action	Owner	Due Date	Status
DAG04-02	09/02/2022	Follow up with Craig Handford on the Design Principles and clarity on the E2E Design	Programme (Ian Smith)	23/02/2022	ONGOING - Supplier sessions undertaken. IS to contact CH
DAG04-03	09/02/2022	Look at when to stand up the Consequential Change Impact Assessment Group (CCIAG)	Programme	09/03/2022	ONGOING - Initial sessions held with parties, meetings to be scheduled in near future.
DAG04-08	09/02/2022	Contact SEC WG to make sure the DAG works closely and shares the implications on legal drafting on the level playing field principle	Programme (Justin Andrews)	01/03/2022	ONGOING - Communications in progress
DAG04-10	09/02/2022	Schedule DAG sub-groups for further discussion on the level playing field principle as required	Programme (PMO)	09/03/2022	ONGOING - PMO has scheduled extraordinary DAG for Thursday 10 March 2022 10am to discuss enactment of level playing field design principle. IS to arrange SDS subgroup to discuss 24hr rule.
DAG04-14	09/02/2022	Build a clearer view of on the pathway for artefacts through the working groups to DAG (e.g., life cycles, timeframes). Update DAG on process	Programme (Ian Smith & Claire Silk)	09/03/2022	ONGOING - In progress. Discussed at DAG6.
DAG06-01	09/03/2022	Review alignment between related MPAN modifications and design subgroup	Programme (Ian Smith)	13/04/2022	ONGOING – In progress. Update to be provided at DAG8 13/04/2022
DAG06-02	09/03/2022	Publish draft Change Control Process to DAG members	PMO	10/03/2022	RECOMMEND CLOSED: Draft Change Control Process shared with Headline Report 10/03. Available here .
DAG06-03	09/03/2022	Consider updating DAG ToR to explain approach to deviation from design principles where necessary (e.g. conflicting principles or other agreed deviations) and consider how the rationale behind such decisions would be documented (e.g. within log appended to ToR, or other method)	Programme (Ian Smith)	13/04/2022	ONGOING – In progress. Update to be provided at DAG8 13/04/2022

Minutes and Actions Review (2 of 2)

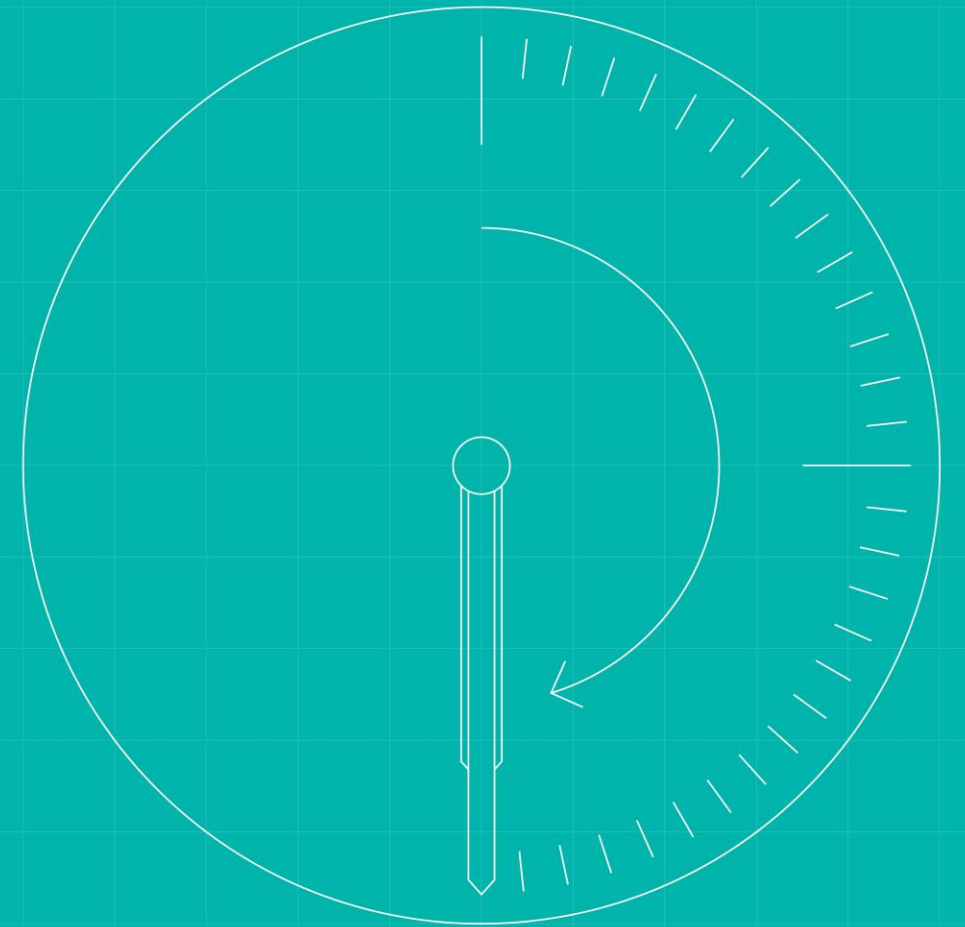
Ref	Date	Action	Owner	Due Date	Status
DAG06-04	09/03/2022	Review SEC MP162 to ensure alignment with MHHS design	Programme (Ian Smith)	13/04/2022	ONGOING – In progress. Update to be provided at DAG8 13/04/2022
DAG06-05	09/03/2022	Programme to consider whether attendance at SEC MP162 working group is required	Programme (Ian Smith)	13/04/2022	ONGOING – In progress. Update to be provided at DAG8 13/04/2022
DAG06-06	09/03/2022	Programme to check if response provided to second consultation on SEC MP162 and provide update to DAG	Programme (Ian Smith)	13/04/2022	ONGOING – In progress. Update to be provided at DAG8 13/04/2022
DAG06-07	09/03/2022	Circulate updated design principles and include updated level playing field	Programme (Ian Smith)	13/04/2022	ONGOING – In progress. Update to be provided at DAG8 13/04/2022
DAG06-08	09/03/2022	Draft customer principle and return to group with update	Craig Handford	13/04/2022	ONGOING – In progress. Update to be provided at DAG8 13/04/2022
DAG06-09	09/03/2022	Update Design Principle 8 to reference all relevant industry codes	Programme (Ian Smith)	13/04/2022	ONGOING – In progress. Update to be provided at DAG8 13/04/2022
DAG06-10	09/03/2022	Provide cost implications of Option 1 relating to primary and secondary requirements within the technical addressing options, provide to PMO	DAG members	13/04/2022	ONGOING – In progress. Update to be provided at DAG8 13/04/2022
DAG06-11	09/03/2022	Produce rough order of magnitude (ROM) comparison for Options 1, 2 and 3 of the primary and secondary requirements within the technical addressing options for consideration by DAG	Programme (Ian Smith)	13/04/2022	ONGOING – In progress. Update to be provided at DAG8 13/04/2022
DAG06-12	09/03/2022	Review the design artefact subtotals and update where necessary	Programme (Ian Smith)	13/04/2022	ONGOING – In progress. Update to be provided at DAG8 13/04/2022

Governance Group Updates

INFORMATION: Provide updates from PSG and level 3 governance groups

Programme – PMO

10 mins



L2 and L3 Governance Group Updates

PSG

Update from 02 March 2022 and Extraordinary meeting 11 March 2022

1. **Independent Programme Assurer (IPA)** – IPA now onboarded and will commence attendance at governance meetings.
2. **Supplier Plan Delay Proposal** – Change Requests to change date of M5 milestone relating to publication of the detailed design baseline now issued to impact assessment. All Programme Parties will be notified and able to comment. Deadline for comments 25 March 2022.
3. **Programme Change Control process** – high level process now agreed and available in Governance Framework [here](#).
4. **Programme Cooperation Principles and Ways of Working** – principles approved
5. **MHHS Governance Framework** – updates to framework agree, with majority of changes clarifying operation of the framework now the Programme is full mobilised. A copy can be viewed in the PSG meeting papers available [here](#).

CCAG

Update from CCAG 23 February 2022

1. **Smart Meter Act Powers** – Ofgem provided an update on how the powers work, timeframes for implementation, and implications for MHHS. The group is seeking to clarify the timeframes for parliamentary approval to enable planning for implementation of MHHS code changes
2. **M6 and M8 dates in the current plan** – The CCAG discussed proposals for changes to the dates of the M6 and M8 milestones relating to delivery of code drafting. A Change Request will be raised to change these, and the group reviewed an initial timeline to M8 to provide the basis of the playing Change Request
3. **Code Body assumptions** – The CCAG reviewed assumptions submitted by each Code Body, to be added to the Programme RAID Framework
4. **MHHS Programme Code Change Horizon Scanning Log** – The CCAG maintains a log of all code changes relevant to the MHHS Programme

TAG

Update from TAG 16 March 2022

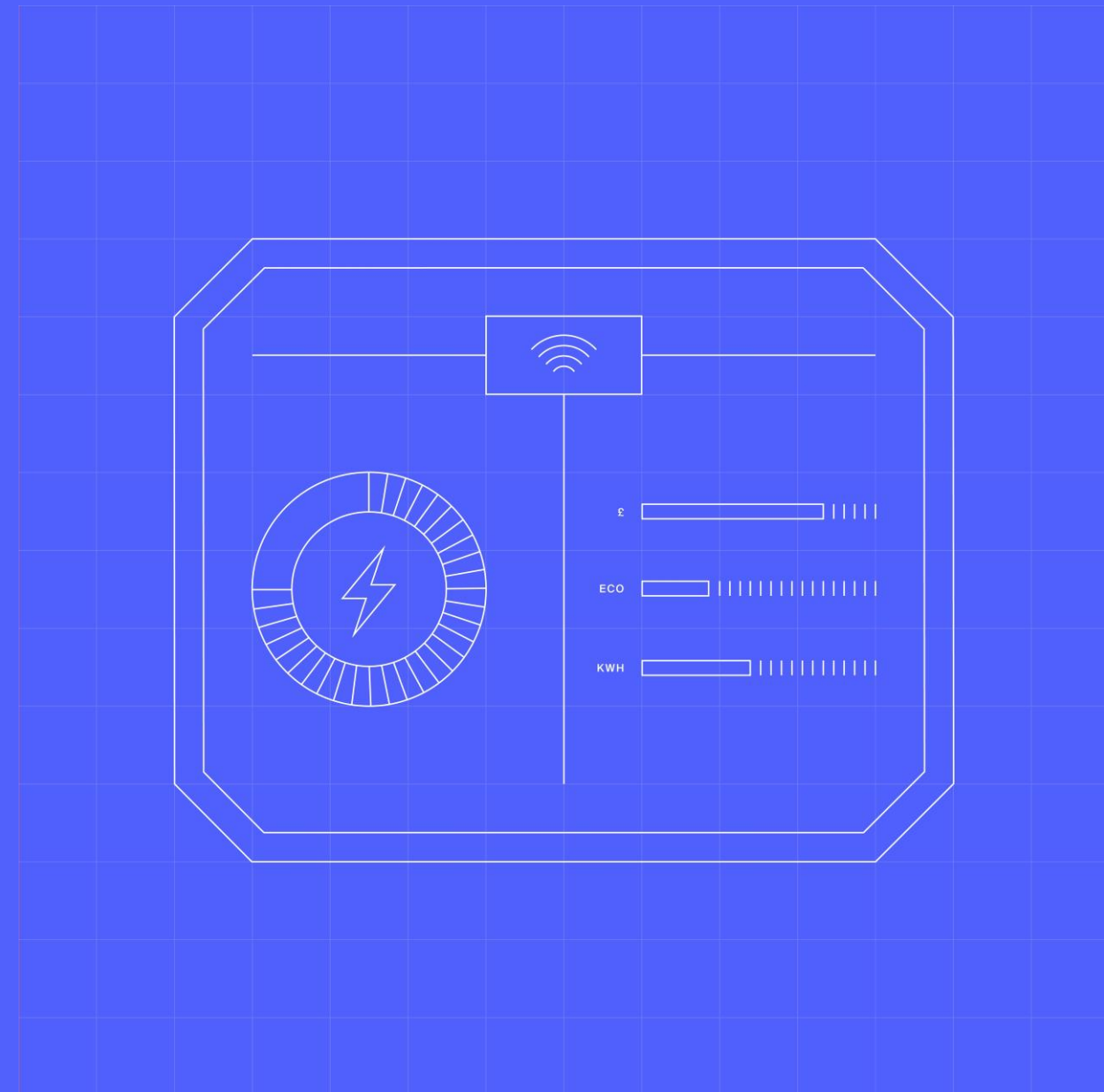
1. **Terms of Reference (ToR)** – The TAG approved the ToR of the Data Working Group, whose remit is to determine test data requirements. The TAG also approved changes to its own ToR, to include migration activities within the remit of the group, and accordingly becoming the Testing and Migration Advisory Group (TMAG)
2. **E2E testing strategy** – The principles underpinning the end-to-end testing strategy were agreed.
3. **Migration Working Group (MWG)** – The TAG agreed to mobilise the MWG, whose remit will be to provide expert input on migration activities to ensure the transition from old to new systems work effectively

DAG ToR Updates

INFORMATION: Update on latest ToR drafting following action DAG06-03

Chair

10 mins



DAG meeting 09 March 2022:

- Discussion on Design Principles led to action DAG06-03:

DAG06-03	09/03/2022	Consider updating DAG ToR to explain approach to deviation from design principles where necessary (e.g. conflicting principles or other agreed deviations) and consider how the rationale behind such decisions would be documented (e.g. within log appended to ToR, or other method)	Programme (Ian Smith)	13/04/2022
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- Additional drafting provided in following slide
- Final comments from DAG members
- Next steps

DAG Terms of Reference (extracted from MHHS-DEL031 MHHS Programme Governance Framework v1.1)

Purpose and Duties of MHHS Design Advisory Group

DAG's purpose is to be the mechanism that oversees, reviews and approves end-to-end business processes, system and data architecture deliverables that produce the detailed system designs that enables all programme parties to design, build and test their individual system and business changes.

DAG is responsible for all design decisions and all requests that impact on design.

DAG is responsible for overseeing the development of the physical baseline which will provide the detail necessary for all parties to commence system design and build.

DAG Scope, Deliverables, Roles and Responsibilities

DAG's scope is the development and management of all system and process design artefacts.

The SRO (or someone delegated by the SRO from within the MHHS Implementation Manager function) will chair the meetings.

The PMO will maintain and communicate up to date meeting documentation.

The PMO will maintain an up to date Programme plan, RAID log and actions log.

The PMO will provide all meeting management services and deliver all regular and ad hoc meetings.

DAG Members (or nominated alternatives) will attend every meeting.

DAG Members will be fully meeting prepared before the meeting starts.

DAG Members should be a mix of business, system, data, design, security and solution technical experts.

Decision Making

The DAG will make Level 3 decisions and Level 2 decisions when delegated from the PSG. (Level 1 decisions will be escalated to Ofgem by the SRO or IPA).

The DAG can delegate decisions to another Level 3 group or a lower level work group.

The DAG will ensure that any decisions are based on full transparency with programme participants and appropriate consultation.

Where parties raise significant concerns with a DAG decision, the concern will be resolved by DAG or escalated to the PSG via a constituency representative.

Consultation will be carried out on an ongoing basis, with the DAG taking decisions based on information developed by Design Working Groups.

Where the DAG is presented with recommendations from Design Working Groups they will have the ability to:

- i. Accept the recommendation – the proposal/recommendations are aligned to the TOM, overall objectives and design principles.
- ii. Reject the recommendation – the proposal/recommendations does not align to the TOM, programme and design principles or requires further work/clarity.
- iii. Refer the recommendation for additional work or analysis.
- iv. Accept the recommendation, subject to additional work being completed.
- v. Refer to the PSG when the recommendation meets the threshold for Ofgem intervention or DAG cannot reach consensus.

It should be noted that the design principles should be adhered to wherever possible. However, this does not rule out instances where DAG may deviate from these where sufficient justification exists to deliver the core elements of the design solution.

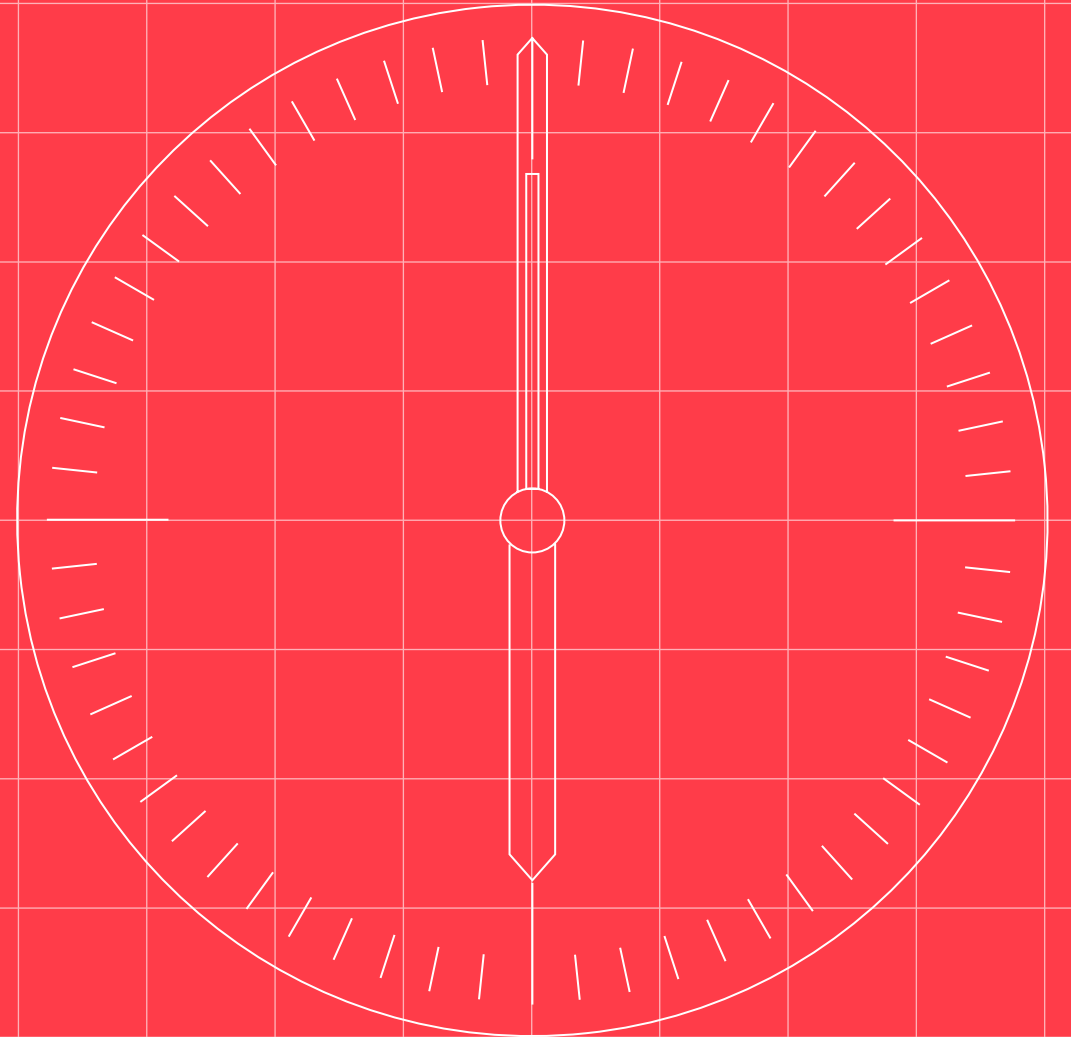
Decisions and outputs of the DAG will be published within 5 working days of the meeting.

Level playing field design principle

INFORMATION: Verbal update on discussions from the Extraordinary DAG held 17 March 2022

Chair

5 mins

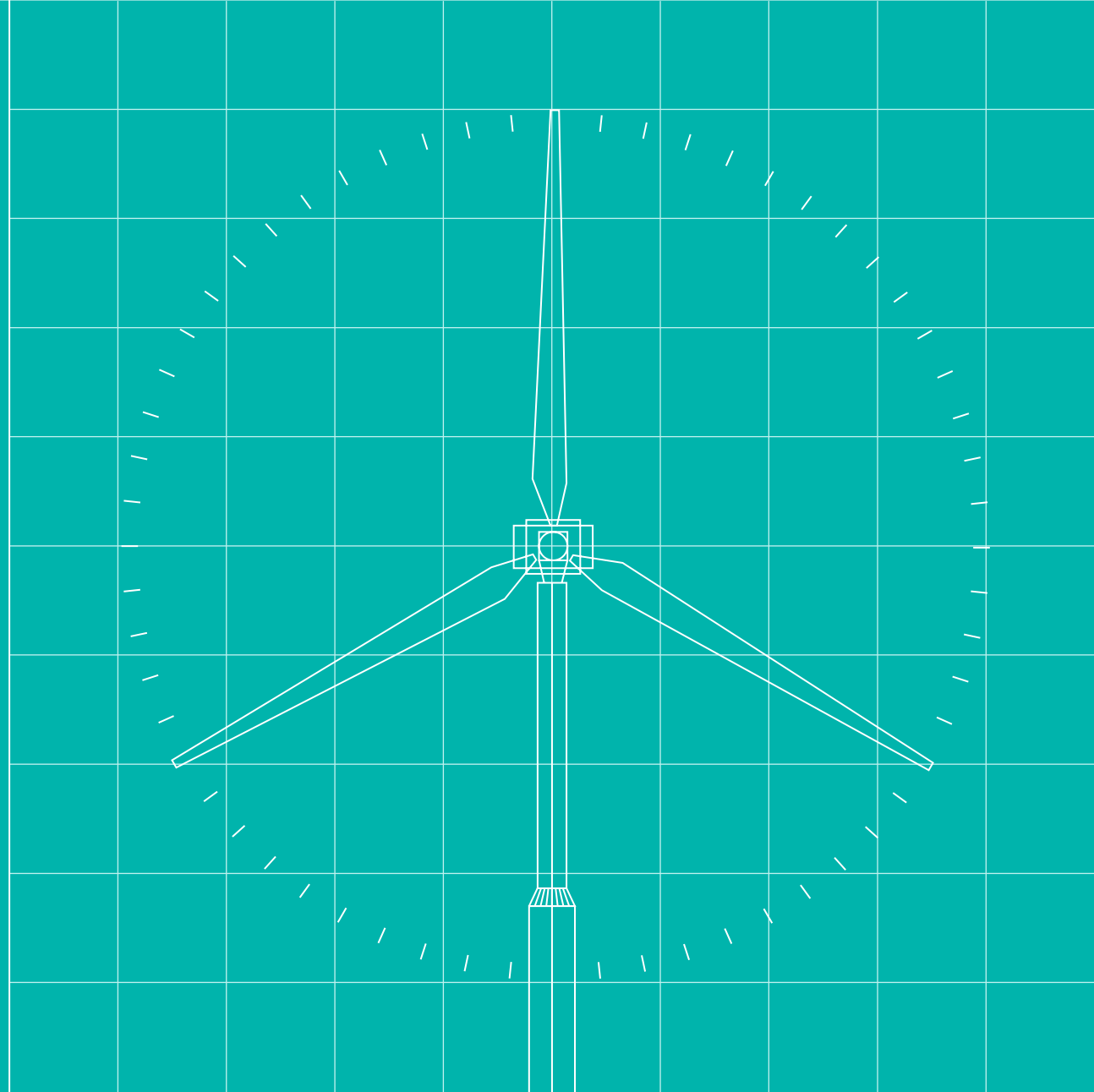


Design Decisions

DECISION: Decisions on design-specific matters: DiP functional specification and non-functional requirements

Programme – Ian Smith

30 mins



DIP Functional Specification and Non-Functional Requirements – For Approval

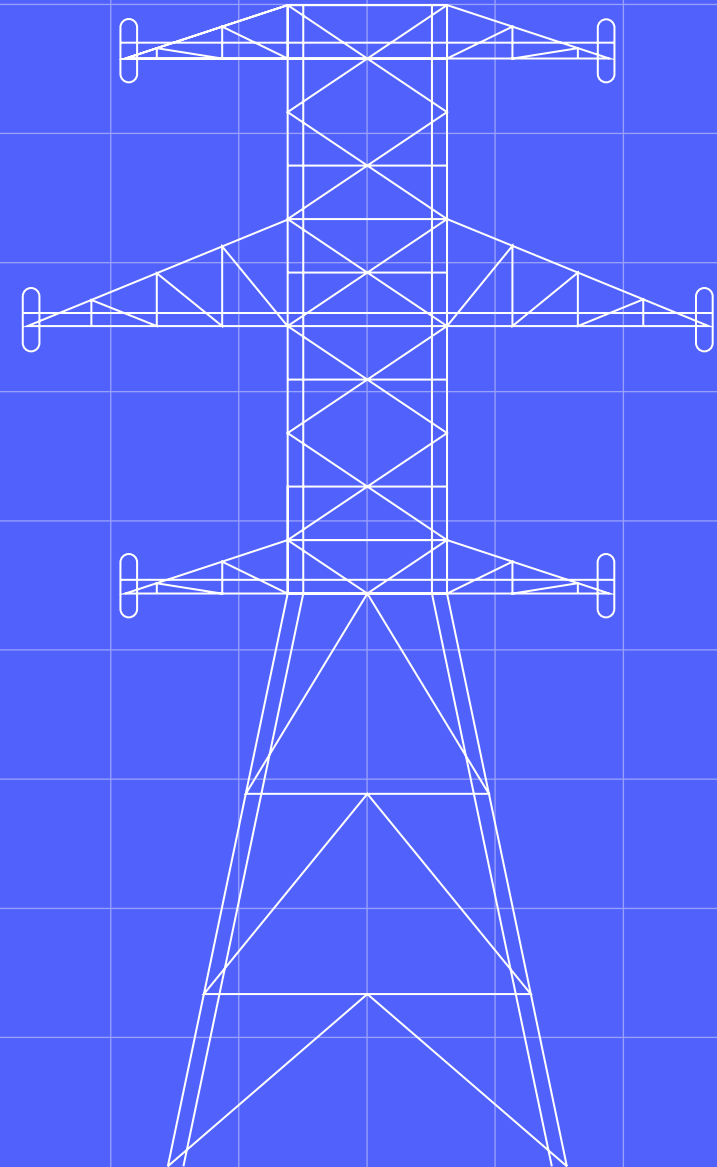
- The Technical Design Working Group:
 - Have completed their work (including 3 reviews) on the DIP Functional Specification and Non-Functional Requirements
 - Recommend to DAG for approval
- See Attachments 1 and 2
- The DAG is invited to approve:
 - DIP Functional Specification, Version 1.0, 3 March 2022
 - Non-Functional Requirements, Version 1.0, 3 March 2022

Level 4 Working Group Updates

INFORMATION: Updates from DAG Working Groups

Programme – Ian Smith & Claire Silk

20 mins



MHHS BPRWG Review- Tranche 1- Response Summary

- The first BPRWG Review period for Tranche 1 closed on 7th March.
- The table provides a breakdown of the organisations by constituency that responded with comments.
- Comments are currently being reviewed by the MHHS Design Team. Responses and updated documentation is due to be circulated for a further review period w/c 21st March.

Constituency	Organisation
Elexon Central Systems	Elexon
Large Supplier	Ovo Energy
	npower Business Solutions (EON)
Independent Supplier Agent	Callisto Data Ltd
	Power Data Associates Ltd
	Siemens
	SMS Plc
	Stark Software International Ltd
DNO	Northern Power Grid
IDNO	BUUK Infrastructure
IT Service Provider	CGI
	Salient Systems Ltd
	St Clements
Code Body	RECCo

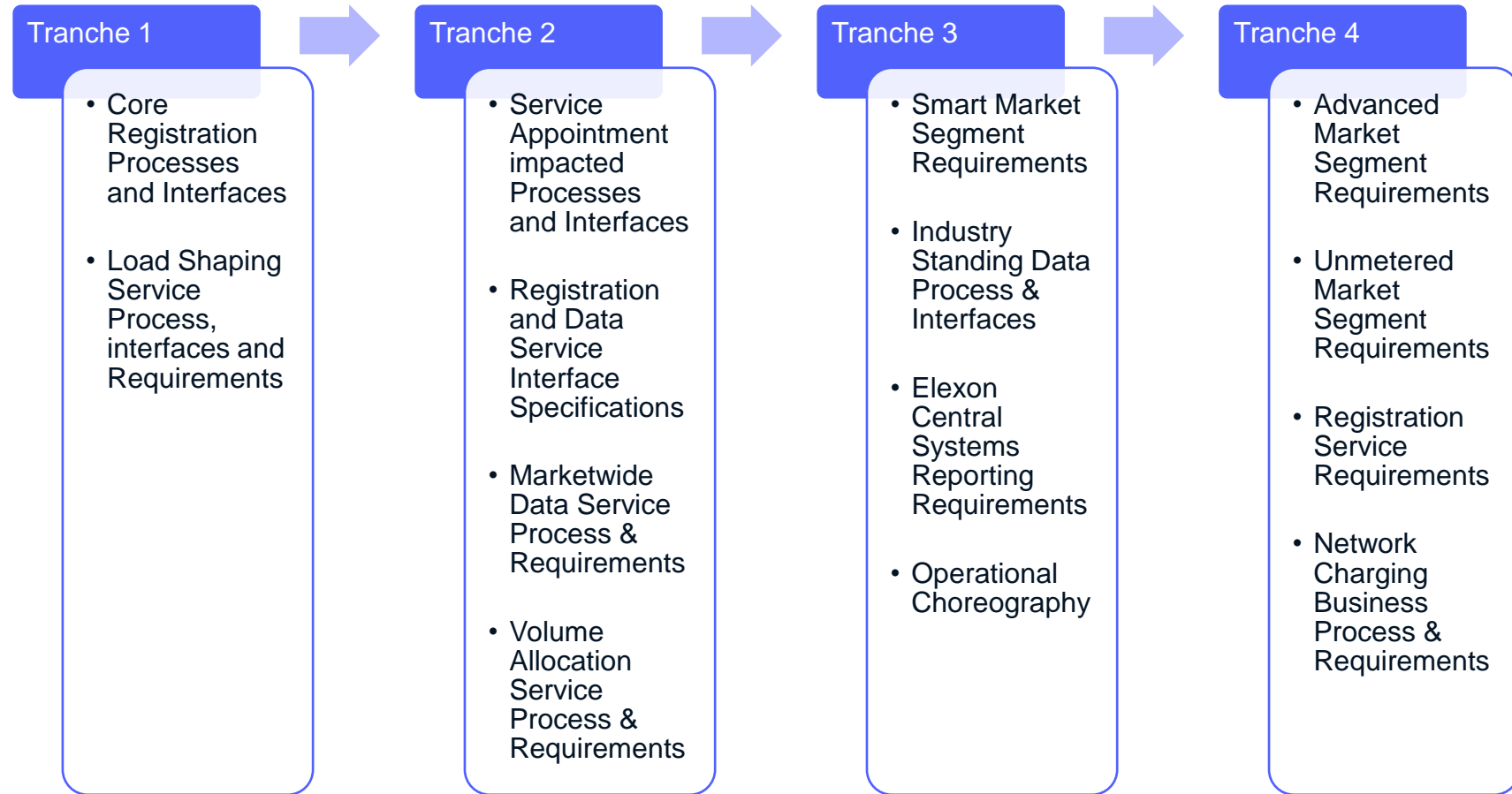
Constituency	Organisation
Supplier Agent	No Response
Medium Supplier	No Response
I&C Supplier	No Response
Small Supplier	No Response
DCC	No Response

MHHS Design- Working Group Schedule

- A forward view of the MHHS Design Working Group Schedule has now been published (see Attachment 3)
- The schedule is based upon the revised Design plan communicated in the last meeting and reflects the Tranche Review approach which has design activity completing in June.
- The Design plan remains under review and two CR's have been issued for Impact Assessment
- Further update after April PSG meeting

MHHS BPRWG- Design Roadmap

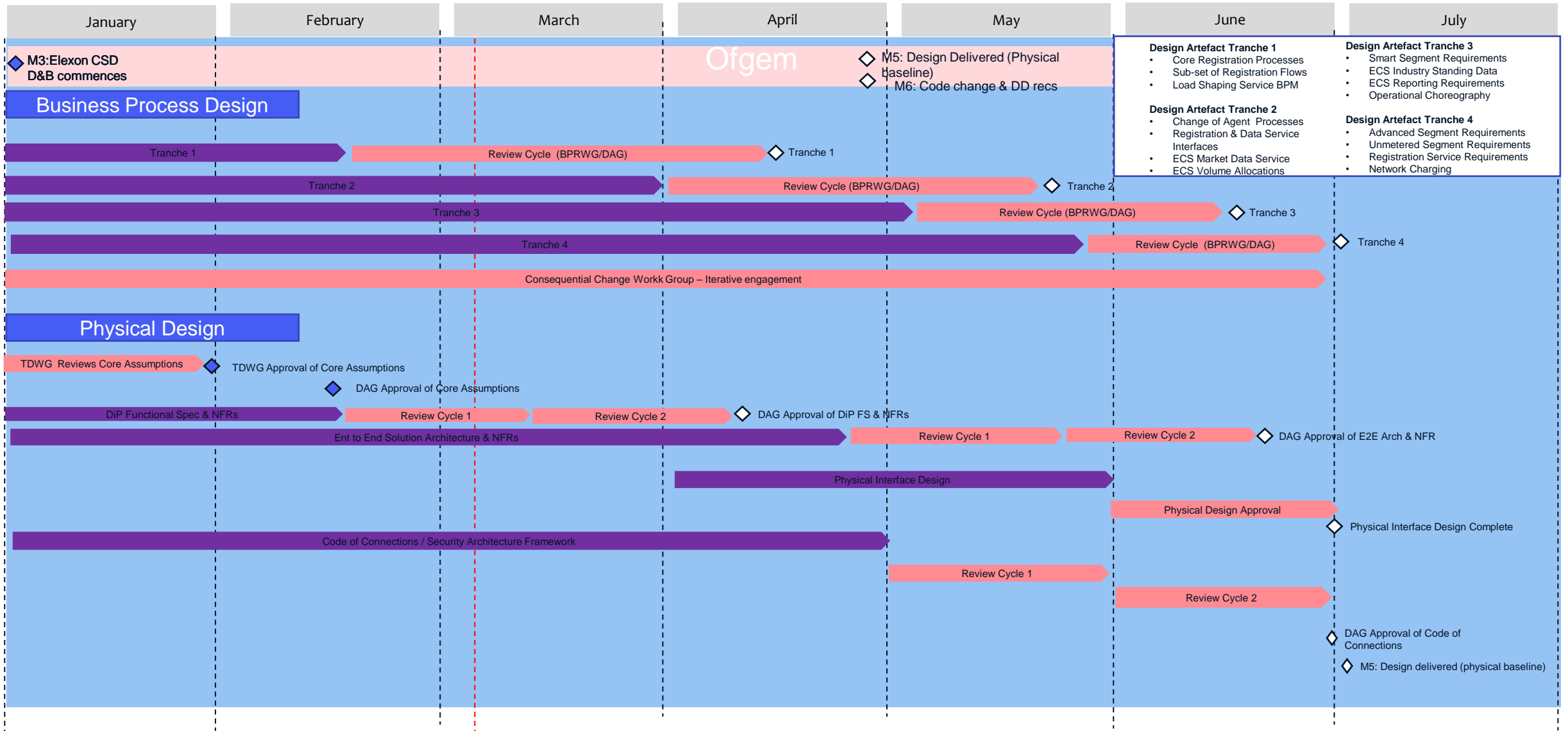
- Activity is ongoing to refine the Design Roadmap into a logical sequence of activity which will be broken into 4 distinct tranches
- We are reviewing the plan in detail, however at this point we believe that review activity will extend into June
- The plan is based upon the agreed approach around offline review with each tranche issued to BPRWG once design activity in the sub-working groups has completed
- An indicative view of the design artefacts included in each review tranche can be found in the accompanying Design Artefact Status Report



Design Artefact Status and Forecast – February 2022

	Current Status							Document L4/DAG Forecast Approval											
	Number Of Documents	Drafting Not Complete	Drafting Complete	In Flight with SWG	BLOCKED	In Flight with L4	In Flight with DAG	Jan		Feb		Mar		Apr		May		Jun	
								L4	DAG	L4	DAG	L4	DAG	L4	DAG	L4	DAG	L4	DAG
Business Process Artefacts																			
Business Process Maps	20	5	15	3	0	12	0	0	0	0	12	0	5	12	3	5		3	
Logical Interfaces	38	4	34	21	0	13	0	0	0	11	0	27	11	0	27				
Business Requirements / Process Step Descriptions	10	6	4	3	0	1	0	0	0	3	0	2	3	5	2		5		
Global Artefacts	5	3	2	2	0	0	0	0	0	3	1	1	2	1	1		1		
SUB-TOTAL	73	18	55	29	0	26	0	0	0	29	1	42	28	9	35	0	9		
Technical Design Artefacts																			
DIP Non Functional Requirements	1	0	1	1	0	1	0			1	0	1							
Dip Functional Specification	1	0	1	1	0	1	0			1	0	1							
End to End Architecture	1	1	0	0	0	0	0							1			1		
End to End Non Functional Requirements	1	1	0	0	0	0	0							1			1		
Security Specifications and Impact assessments	4	0	4	3	0	3	0							4			4		
SUB-TOTAL	8	2	6	5	0	5	0	0	0	2	0	2	0	6	0	0	6		
TOTAL	81	20	61	34	0	31	0	0	0	29	3	42	28	15	35	0	15		

Revised Design POAP 01/03

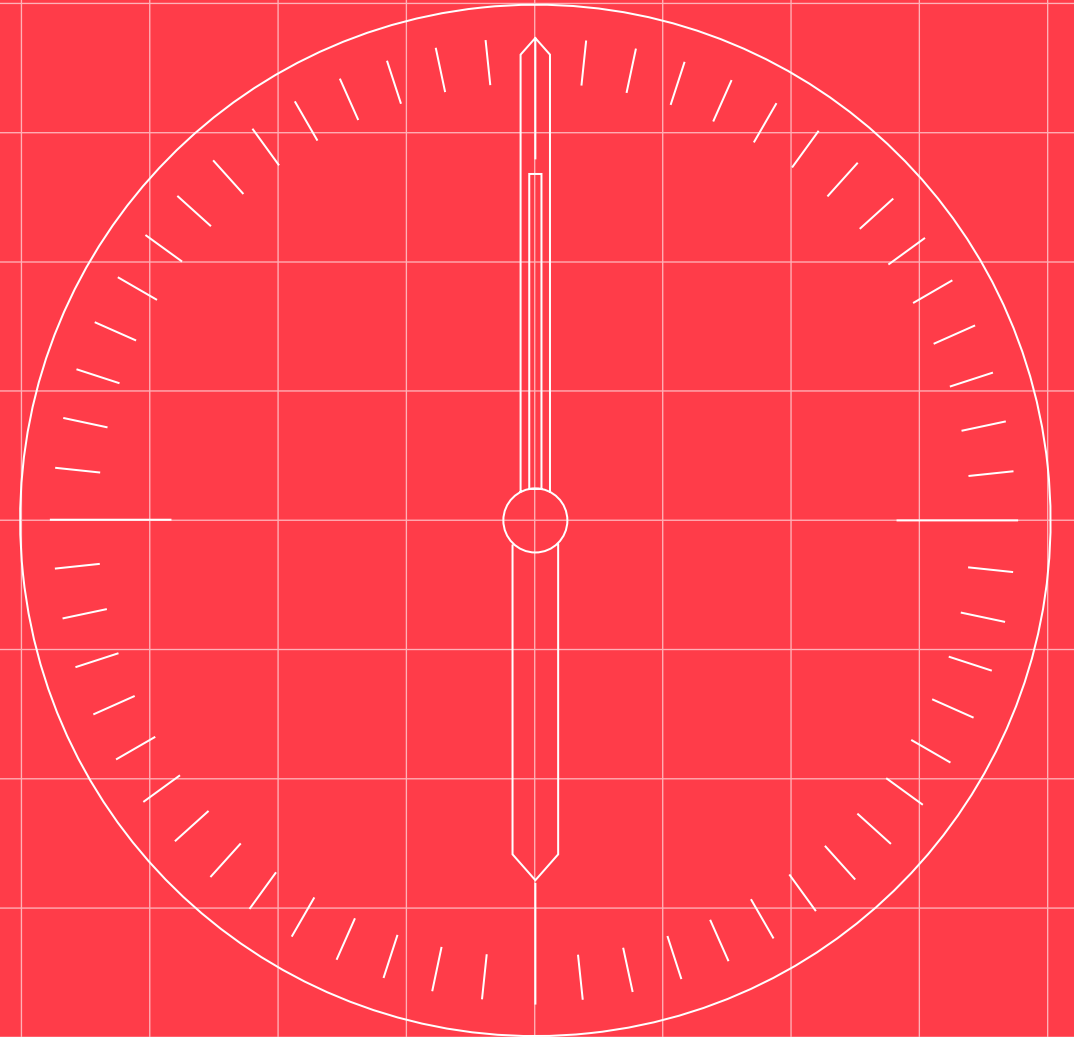


Summary and Actions

INFORMATION: Summarise actions and plan agenda for next meeting

Chair & Secretariat

5 mins



DAG forward look

DAG Agenda Roadmap (to support artefact forecast):

Meeting dates	09-Mar	23-Mar	13-Apr	27-Apr	11-May
Relevant milestones/activities				M5	
Agenda items	*DAG ToR updates *Design Principles *Decision Issues *Design Artefact for approval	*Decision Issues *Design Artefact for approval	*DAG ToR review *Decision Issues *Design Artefact for approval	*Decision Issues *Design Artefact for approval	*Decision Issues *Design Artefact for approval
Standing items	*Minutes & actions *L2-3 governance group updates *L4 working group report	*Minutes & actions *L2-3 governance group updates *L4 working group report	*Minutes & actions *L2-3 governance group updates *L4 working group report	*Minutes & actions *L2-3 governance group updates *L4 working group report	*Minutes & actions *L2-3 governance group updates *L4 working group report

Reminder: Working Group Schedule

Level 4 Working Groups

BPRWG	1st Wednesday of every month	1000-1200	Monthly
SDWG*	1st Wednesday of every month	1400-1530	Monthly
TDWG*	1st Thursday of every month	1400-16:00	Monthly

*SDWG and TDWG form part of sub-groups on a monthly rotation

Sub-working Groups

BPRWG Sub-groups	Tuesday (<i>Registration</i>)	1000-1300	Weekly
	Thursday (<i>Smart or Advanced or Unmetered</i>)	1000-1300	Weekly
	Friday (<i>Elexon Central Systems</i>)	1000-1300	Weekly
TDWG Sub-Group	Thursday	1400-1600	Weekly
SDWG Sub-Group	Wednesday	1400-1530	Fortnightly

Next Steps

- Confirm actions from meeting (Secretariat)
- Date of next DAG: 13 April 2022

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