

MHHS Design Advisory Group Headline Report

Issue date: 24/03/22

Meeting Number **DAG007**

Venue **Virtual – MS Teams**

Meeting Date and Time **23 March 2022 13:00-15:15**

Classification **Public**

Actions

Area	Action Ref	Action	Owner	Due Date	Update
Level playing field design principle	DAG07-01	Ensure Smart Market Segment Sub-Group (SDS) discuss SEC MP162 as soon as possible to inform SEC working group	Programme (Design Team)	As soon as possible	
	DAG07-02	Discuss with SECAS whether working group for SEC MP162 should be postponed to await the outcome of MHHS SDS discussion regarding MDR TRT requirements are included within SEC MP162	Programme (DAG Chair)	As soon as possible	
Design decisions	DAG07-03	Bring future versions of DIP Functional Specification and Non-Functional Requirements to DAG, once further updates incorporated	Programme (Design Team)	11/05/2022	
	DAG07-04	Notify Chair of documents in the DIP procurement pack and provide information on how they have been drafted and reviewed, to ensure good procurement practice has been followed and determine whether DAG approval is required	Programme (Charles Hyde)	25/03/2022	
	DAG07-05	Update DAG on the outcome of ACTION DAG07-06 relating to documents within the DIP procurement pack	Programme (DAG Chair)	13/04/2022	
Level 4 working group updates	DAG07-06	Arrange session with Exelon central systems representative regarding Load Shaping Service (LSS) documents and their comments on Tranche 1 design artefacts	Programme (DAG Chair)	13/04/2022	
	DAG07-07	Add documents relating to transition to the design artefact log	Programme (Claire Silk)	13/04/2022	
Terms of Reference	DAG07-08	Raise a Change Request to incorporate new DAG ToR into the MHHS governance framework	Programme (PMO)	13/04/2022	

Decisions

Area	Dec Ref	Decision
Minutes	DAG-DEC-14	Minutes of DAG meeting held 09 March 2022 approved.
Terms of Reference	DAG-DEC-15	Updates to DAG ToR approved.
Design Decisions	DAG-DEC-16	Issuance of Functional Specification and Non-Functional Requirements documents to prospective service providers as part of Request for Proposal (RFP) approved.

RAID Items Discussed

RAID area	Description
N/A	

Key Discussion Items

Area	Discussion
DAG ToR Updates	New wording was added to the DAG ToR to cover instances where DAG might deviate from the Programme design principles. It was deemed appropriate to record any such deviations in the meeting minutes as opposed to a standalone log, as such deviations are often context sensitive, and minutes would best capture the circumstances that led to a specific deviation.
Governance Group Updates	<p>The group were advised that MHHS Programme Change Requests (CR) CR001 and CR002, which provide alternative proposals to change the date of the M5 programme milestone, were issued to Programme Participants (PPs) for impact assessment. The deadline for submitting responses is 17:00 Friday 25 March 2022. The responses will be presented at Programme Steering Group (PSG) on 06 April 2022, before being sent to Ofgem for decision.</p> <p>The Testing and Migration Advisory Group (TMAG) has agreed to mobilise the Migration Working Group (MWG) in mid-April. The group will look at how data is migrated from old to new systems, as opposed to transitional arrangements/processes which will include things like cut-over dates, parallel running of system, arrangements for in-flight activities, etc. Programme Parties who would like to attend the MWG should email PMO@mhhsprogramme.co.uk to express their interest.</p>
Level Playing Field Principle	Following the extraordinary DAG held 17 March 2022, it was highlighted the key question regarding SEC MP162 is whether there are MHHS Meter Data Retrieval (MDR) activities that require a Target Response Time (TRT) of less than 24 hours. The outcome of the discussion was the MHHS Smart Meter Segment Sub-Group (SDS) must discuss SEC MP162 as soon as possible to inform the SEC working group's approach on this (ACTION DAG07-02). An element of time pressure was discussed, given the SEC Change Board decision on SEC MP162 is due in May. As such, DAG need to determine a position on this at the 13 April 2022 DAG meeting. There was a suggestion for the programme to discuss with SECAS whether the timescales for SEC MP162 might need to be postponed to allow the outcome of the SDS discussion regarding MDR TRT to be included in SEC MP162 (ACTION DAG07-03).

<p>Design Decisions</p>	<p>The group were asked to approve the issuance of the v1.0 DIP Functional Specification and Non-Functional Requirements documents to prospective DIP service providers as part of the Request for Proposal (RFP). It was noted DAG members have provided suggested amendments to the documents and it was also likely amendments would be made following feedback from prospective bidders. As such, the DAG did not wish to 'approve' the documents per se, but agreed the documents were sufficient for issuance to prospective bidders to enable the RFP process to commence (DECISION DAG-DEC-16).</p> <p>The group were advised further versions of the DIP Functional Specification and Non-Functional Requirements documents would return to DAG for approval with suggested amendments from both DAG Members and bidders incorporated (ACTION DAG07-03).</p> <p>Some members queried whether changes to documents in the near future may confound the ability of bidders to assess requirements. The MHHS Programme Procurement Team advised the upcoming changes were unlikely to significantly alter requirements, and would be largely concerned with providing clarification, and improvements based on input from prospective bidders. The procurement team advised it was standard practice for specification documents to be augmented as dialogue with prospective bidders progresses.</p>
<p>Level 4 Working Group Updates</p>	<p>The Programme provided updates from the level 4 design working groups, noting over 600 comments were received in response to the tranche one documents under review by the Business Process Rules Working Group (BPRWG) review. Following refinement by the BPRWG, a recommendation will be made to DAG for approval of the documents. For tranche one documents with unresolved comments, these are likely to go return to design working groups for review before submission to DAG in a different tranche. The group were advised that if PPs would like to respond to any comments rejected by the BPRWG, responses should be sent to design@mhhsprogramme.co.uk.</p> <p>Some members expressed concern about timescales at the end of the design document review period for a holistic review of the MHHS design, noting some elements of the design were not yet represented in the future tranches of documents for review. The current timeline runs to June, and CR001 would mean the design needed to be baselined by the end of July. This provides a month at the end of the current timeline for review of the design as a whole, which may be challenging. There is also ongoing work to ensure all elements of the design are allocated into tranches and mapped out in the timeline to enable planning for what must be reviewed and refined or approved.</p>