Design Advisory Group #9
11 May 2022

Version 1.0

MHHS-DEL393

#	Item	Objective	Type	Lead	Time	Page
1	**Welcome**			Chair	10:00-10:05 *5 mins*	1-3
2	**Minutes and Actions**	Approval of minutes and review of outstanding actions.	Decision	Chair & Secretariat	10:05-10:15 *10 mins*	4-6
3	**Governance Group Updates**	Provide relevant updates from other MHHS Programme L2-3 governance groups.	Information	Programme (PMO)	10:15-10:25 *10 mins*	7-8
4	**Tranche 1 Approval**	Approval of Tranche 1 design artefacts	Decision	Programme (Ian Smith)	*10:25-11:10* *45 mins*	9-15
5	**Design Decisions**	DIP Functional Specification and Non-Functional Requirements documents for approval	Decision	Programme (Ian Smith)	11:10-11:25 *15 mins*	16-17
6	**MHHS Design Dashboard**	Update on design artefact review and approval cycle	Information	Programme (Ian Smith & Claire Silk)	11:25-11:45 *20 mins*	18-22
7	**DAG Design Principles**	Review of design principles	Discussion	Programme (Ian Smith)	11:45-11:50 *5 mins*	23-25
8	**Level playing field design principle**	Updates on actions related to SEC MP162	Information	Chair	11:50-12:00 *10 mins*	26-27
9	**Level 4 Working Group Updates**	Updates on Tranches 2, 3, and 4,from design working groups	Information	Programme (Ian Smith & Claire Silk)	12:00-12:10 *10 mins*	28-30
10	**Code Drafting Principles**	Review draft code drafting principles from CCAG	Discussion	Programme (Andrew Margan)	*12:10-12:20* *10 mins*	31-33

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#	Item	Objective	Type	Lead	Time	Page
11	**Consequential Change Impact Assessment Group**	Review draft CCIAG ToR and seek decision on commencement of group	Decision	Programme (PMO)	*12:20-12:35* *15 mins*	34-35
12	**Review of RAID**	Review of design related RAID items	Discussion	Programme (PMO)	12:35-12:50 *15 mins*	36-37
13	**Summary and next steps**	Summarise actions and plan agenda for next meeting.	Information	Chair & Secretariat	12:50-12:55 *5 mins*	38-40

Attachments:

Attachment 1 – DAG Summary Report – Tranche 1

Attachment 2 – DIP Functional Specification v2.0

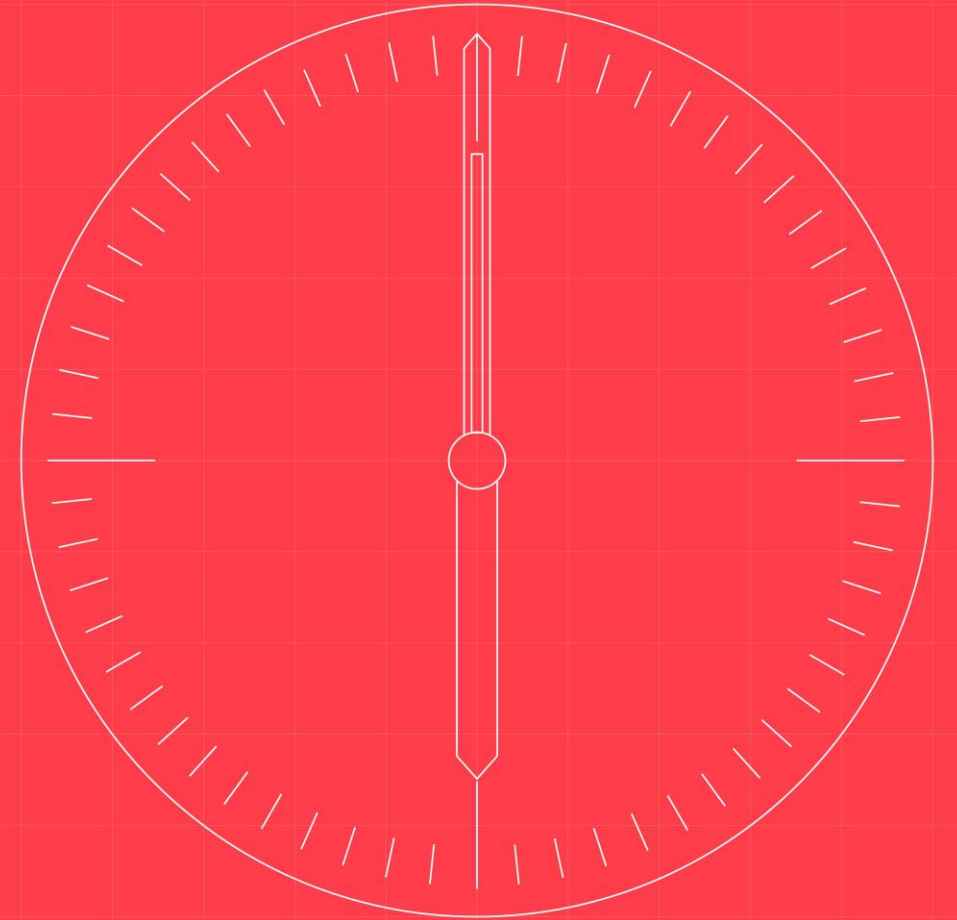Attachment 3 – Non- Functional Requirements v2.0

Attachment 4 – CCIAG Terms of Reference v0.2

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Minutes and Actions

DECISION: Approval of minutes and review of actions

Chair & Secretariat

10 mins

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Minutes and Actions Review (1 of 2)

- Approval of Minutes from DAG007 held 13 April 2022
- Outstanding actions:

| Ref	Date	Action	Owner	Due Date	Status	Update
DES-03-05	12/01/2022	'Draft Design Principle' – PRI-20 – 'Retrospective Appointments' - IS, CH and SCha to discuss further for understanding and clarification of this principle.	Programme (Ian Smith)	13/04/2022	Open	RECOMMEND CLOSED - Discussion and outputs incorporated into Tranche 2 artefacts.
DAG04-03	09/02/2022	Look at when to stand up the Consequential Change Impact Assessment Group (CCIAG)	Programme (Chair)	11/05/2022	Open	RECOMMEND CLOSED - CCIAG ToR to be presented at 11 May 2022 DAG meeting.
DAG06-01	09/03/2022	Review alignment between related MPAN modifications and design subgroup	Programme (Ian Smith)	27/04/2022	Open	ONGOING - Programme (Design Workstream) have reviewed internally and discussion to be held with DAG Member (CH) upon return from leave.
DAG07-03	23/03/2022	Programme to bring future versions of DIP Functional Specification and Non-Functional Requirements to DAG, once further updates incorporated	Programme (Design Team)	11/05/2022	Open	RECOMMEND CLOSED - To be presented under agenda item 5 (Design Decisions)
DAG08-01	13/04/2022	Bring updated DIP Functional Specification and Non-Functional Requirements to the next DAG for approval	Programme (Ian Smith)	11/05/2022	Open	RECOMMEND CLOSED - To be presented under agenda item 5 (*Design Decisions*)
DAG08-02	13/04/2022	Issue call for agenda items or discussion topics prior to mobilisation of CCIAG	Programme (PMO)	11/05/2022	Open	ONGOING - CCIAG Terms of Reference to be presented under agenda item 11 (*Consequential Change Impact Assessment Group*) and call for discussion topics to be issued with notice of mobilisation of group.
DAG08-03	13/04/2022	Communicate to DAG members the process for the replanning activity that will be carried out post-M5 (release of detailed design baseline)	Programme (PMO)	14/04/2022	Open	RECOMMEND CLOSED - Provided in DAG Headline Report issued 14 April 2022.
DAG08-04	13/04/2022	Update SECAS on outcomes of DAG discussion relating to SEC MP162	Programme (DAG Chair)	11/05/2022	Open	RECOMMEND CLOSED - Update provided to SECAS by DAG Chair on 14 April 2022.

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Minutes and Actions Review (2 of 2)

Ref	Date	Action	Owner	Due Date	Status	Update
DAG08-05	13/04/2022	Provide copy of request sent to the Smart Meter Segment Working Group (SDS) regarding consideration of Target Response Times (TRTs) of <24 hours and interaction with SEC MP162 to DAG for visibility	Programme (Claire Silk)	14/04/2022	Open	RECOMMEND CLOSED - Provided as Appendix 1 of the DAG Headline Report issued 14 April 2022.
DAG08-06	13/04/2022	Update the design dashboard to show correct number of technical artefacts approved by DAG for issuance as part of the RFP	Programme (TBC)	11/05/2022	Open	RECOMMEND CLOSED - Dashboard updated. To be discussed under agenda item 6 (MHHS Design Dashboard)
DAG08-07	13/04/2022	Discuss with Chris Cook the IPA recommendation regarding support offered during design artefact review Tranches	Programme (Ian Smith)	11/05/2022	Open	RECOMMEND CLOSED - IPA work package will design assurance measures with SRO
DAG08-08	13/04/2022	DAG members to contact Simon Harrison at DesignAssurance@mhhsprogramme.co.uk if they wish to be involved in the user group for the design repository platform	All DAG members	11/05/2022	Open	RECOMMEND CLOSED - Further call for volunteers to be issued as development of platform progresses.
DAG08-09	13/04/2022	Confirm upcoming DAG meeting dates, reflecting when Tranche 1 design artefacts are ready for approval	Programme (PMO)	14/04/2022	Open	RECOMMEND CLOSED - Next meeting confirmed as 11 May 2022, with invite to be issued 14 April 2022. Subsequent meetings to be held 25 May, 15 June, 06 July, 20 July, 27 July 2022.
DAG08-10	13/04/2022	Bring design elements of RAID log for review at next meeting	Programme (PMO)	11/05/2022	Open	RECOMMEND CLOSED - Programme RAID Manager attending DAG to provide overview of design-related risks. To be discussed under agenda item 10 of 11 May 2022 meeting.

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Governance Group Updates

INFORMATION: Provide relevant updates from other MHHS Programme L2-3 governance groups

Programme – PMO

10 mins

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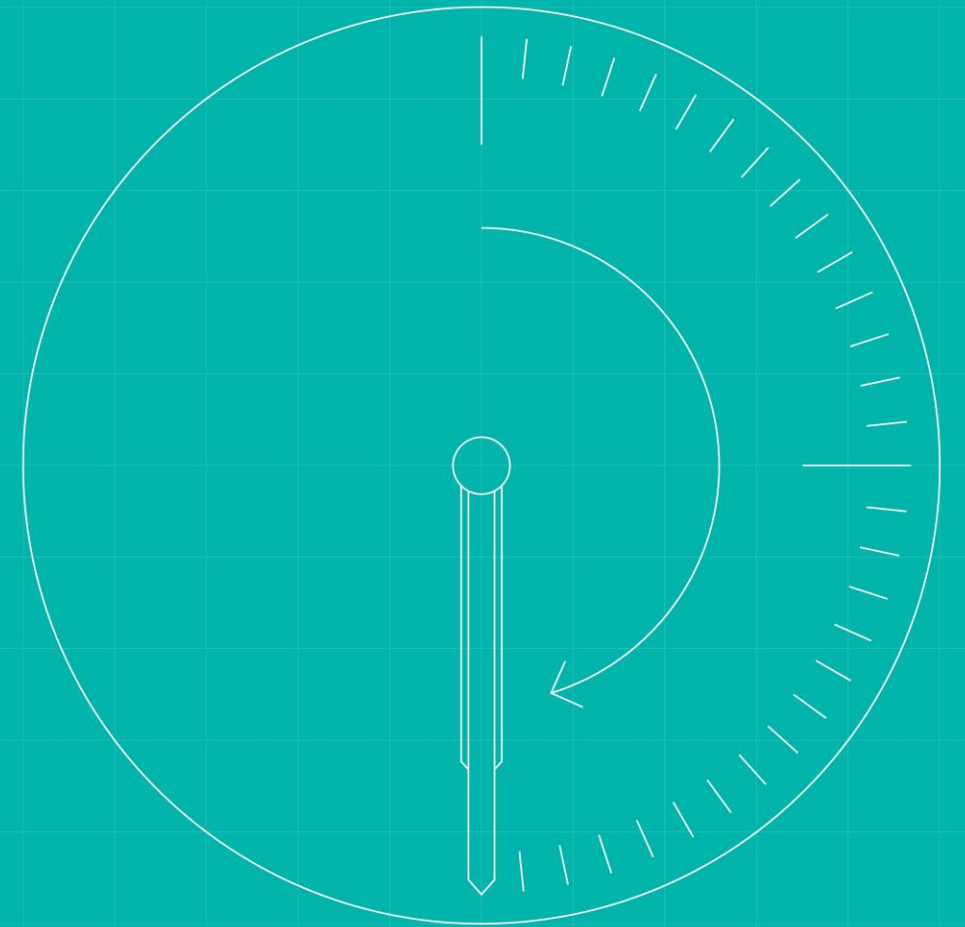
L2 and L3 Governance Group Updates

Programme Steering Group (PSG)

Update from PSG 04 May 2022

1. **CR001 and CR002 Change Requests** – CR001 (*Design Baseline Replan to July 2022)* was approved by Ofgem on 21 April 2022, and CR002 *(Design Baseline Replan to November 2022)* rejected.

2. **Readiness Assessment** – An update was provided on the outputs of Readiness Assessment 1, which seeks to assess industry parties' progress with mobilising work to implement MHHS. A lessons learned exercise was also undertaken.

3. **Open Day Highlights** – The PSG reviewed feedback from industry parties following the MHHS Open Day Held 21 April 2022. Key messages from the Programme included participants being urged to become involved in the post M5 replan and to mobilise teams prior to the release of the design baseline to de-risk their internal programmes. Participant feedback

Cross-Code Advisory Group (CCAG)

Update from CCAG 23 April 2022

1. **CR003** – The CCAG reviewed Impact Assessment responses for CR003 (*CAG proposals to move M6 and M7)*. It was determined the change should be recommended for approval to Ofgem.

2. **Code Drafting Principles and Approach –** The CCAG is developing a detailed plan for the approach to the drafting of code changes required to give effect to MHHS. The primary codes affected are the Retail Energy Code (REC) and the Balancing and Settlement Code (BSC). The current plan anticipates it will take nine to ten months to undertake code drafting and CCAG have begun to define the topic areas and stages of review/consultation required. The CCAG have developed a series of draft principles to assist in guiding this work, which will be presented to DAG for comment.

3. **Data Service Provider** – The CCAG have initiated consideration of how data services should be governed, given parties providing such services will be required to undertake qualification.

4. **SEC MP162 Implications for MDR** – The Data Communications Company (DCC) requested advice on how the Meter Data Retrieval (MDR) service should be described in the Smart Energy Code. The CCAG agreed this should be defined as "*The BSC service that retrieves metering data for the purposes of MHHS"*

Testing and Migration Advisory Group (TMAG)

Update from TMAG 20 April 2022

1. **E2E Testing and Integration Strategy –** Draft document review deadline 12 April 2022. Over 40 responses received from range of Programme Participants. Majority of responses query/clarification related. TMAG seeking to approve document by end of April 2022.

2. **Test Data Strategy** – Draft document issued for review and discussed at Data Working Group 07 April 2022. Several amendments agreed and document re-issued for further review with deadline of 29 April 2022. Updated document, and comments log available on MHHS Portal. Document will be presented for ratification at TMAG on 18 May 2022.

3. **Data Working Group (DWG) –** The third DWG will be held 05 May 2022, with the group due to review responses to the updated draft Test Data Strategy, as noted above.

4. **Migration Working Group (MWG) –** The second will be held was held 12 May 2022. The group will discuss the recently issued Migration Starter Pack.

5. **Working Group Plan –** TMAG have now mobilised two Working Groups (DWG and MWG). A further four Working Groups are anticipated to be stood up as the MHHS Programme progresses.

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Tranche 1 Approval

DECISION: Approval of Tranche 1 design artefacts

Programme – Ian Smith

10 mins

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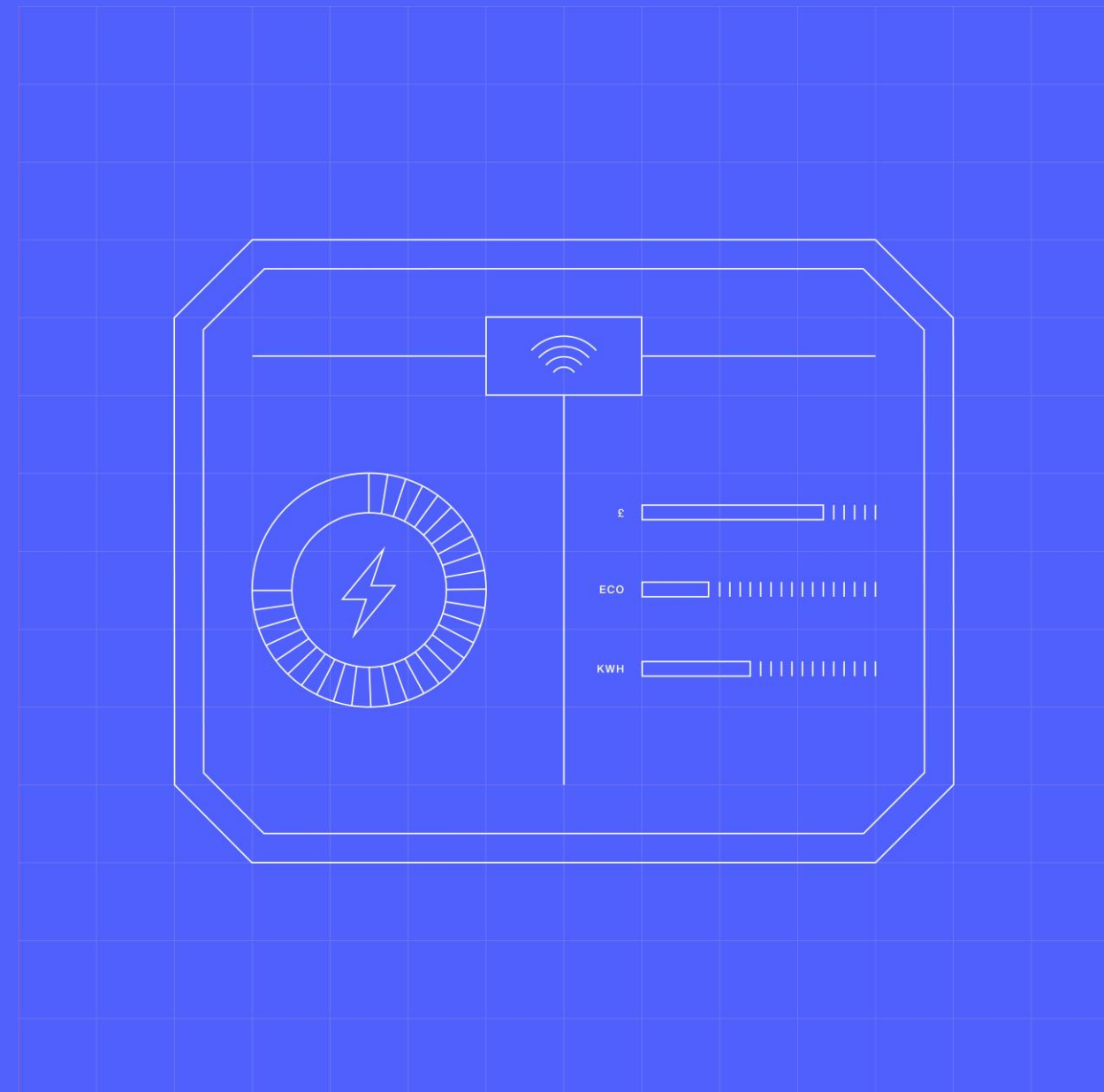
See Attachment 1 – DAG Summary Report – Tranche 1, dated 26 April 2022

DAG invited to conditionally approve for the Tranche 1 Material noting the following:

- has progressed through L4 Sub-working groups over 6 months
- has undergone 2 BPRWG reviews

- Design team explicitly acknowledges the outstanding issues and dependencies detailed in the previously communicated DAG report. These items will be tracked and reported upon
- Design Team acknowledges risk that T1 material may require change if issues come to light in later tranches that result in mediation activity

- Any outstanding issues and dependencies will be actively managed and reported on with the position being reviewed ahead of the final baselining activity

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The MHHS Design Assurance Team have reviewed the Tranche 1 documents as part of its quality assurance activities and have:

- **Identified no substantive design gaps or concerns in the Tranche 1 artefacts**

- Captured a number of assurance issues against the artefacts, mostly arising from our modelling of the content into the iServer architecture repository

- These are categorised for convention, language, requirement & value

- We are prioritising and discussing the resolution of these issues and sharing the insight with the SRO Design Team so that future Tranches should result in fewer assurance issues being identified

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Design Assurance Approach

Gate 1:

- To ensure the model is fit for purpose
- Aligns with existing models and correct object types are defined.
- Import original models
- Transforms models into workable object types and flows from documents

Gate 2:

- To ensure that the approved process methodology has been applied
- To ensure that the process is integrated into the process architecture and is aligned to related processes
- To ensure process complies with process quality standards

Gate 3:

- To ensure the process is ready for use by the organisation
- Publish refactored design for design audience review and feedback
- To respond to feedback and any inquiries relating to the process
- To demonstrate that process presentation and personalisation has been designed to drive adoption

Model Quality Governance Framework

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Reviews conducted in accordance with Design Assurance Approach - M4 Deliverable

Tranche 1 BPM Summary of Issues
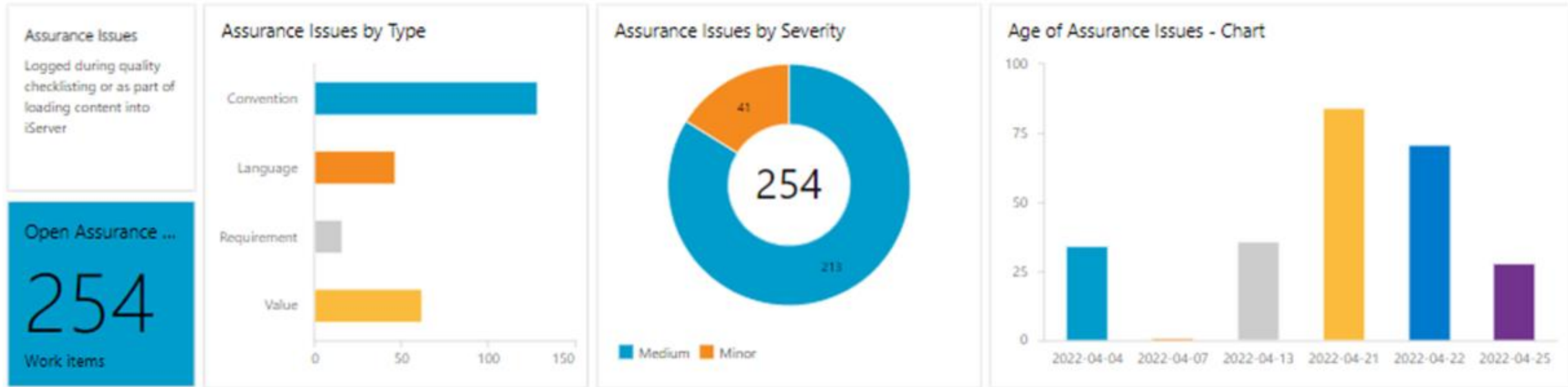
- 129 Convention   - Orphaned tasks, start / end conditions unclear
- 47 Language   - Incomplete description of process or validation
- 16 Requirement   - Missing processes or tasks not defined
- 62 Value   - Missing information SLA / owner information

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The DAG are invited to:

- Note the process followed in the production of the Tranche 1 design artefacts

- Note the resolution of the comments received during the Tranche 1 review and the outstanding design issues and dependencies (see DAG report, slides 7 & 8)

- **CONDITIONALLY APPROVE** the Tranche 1 design artefacts, noting the outstanding design issues and dependencies detailed in this report will be resolved in later Tranches

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The DAG's conditional approval should note:

Design artefacts:
- Meet the requirements of the MHHS TOM
- Are stable and there are no unnecessary risk (supported by SI Design team review)
- Been consulted on with MPs in iterations through L4 working groups and 2 rounds on MP review
- Been consensus views at L4 working groups

What asking for DAG conditional approval:
- Note the points above for Tranche 1 design artefacts
- Agree they meet the requirements of the MHHS TOM and are stable and there are no unnecessary risk (supported by SI Design team review)
- Note that, except where there is work on later Tranches, e.g. reporting, transition, interfaces, data catalogue, operational choreography and resolution of open Tranche 1 design issues, no further work will be done on the Tranche 1 deliverables

Design Decisions

DECISION: DIP Functional Specification and Non-Functional Requirements documents for approval

Programme – Ian Smith

25 mins

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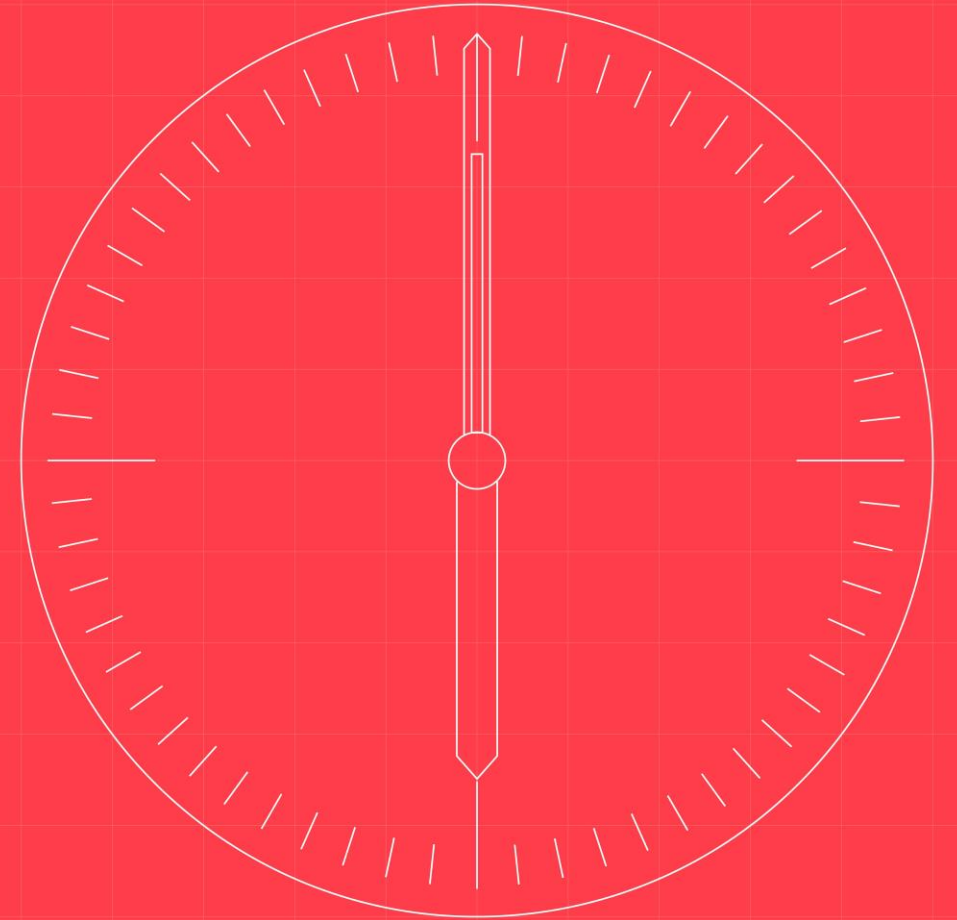
DiP Functional Specification v2.0 and Non-Functional Requirements v2.0

- See Attachments 2 and 3

- DiP Technical documents updated following LDP review and feedback from the bidding process underway

- Approval sought for documents following this process to support ongoing RFP process

- As part of the ongoing RFP process, we anticipate that optionality for certain solution elements may be provided by bidders. We would anticipate that these items would be subject to discussion within the TDWG with any recommendations for change submitted to DAG for approval

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MHHS Design Dashboard

INFORMATION: Update on design artefact review and approval cycle

Programme – Ian Smith & Claire Silk

10 mins

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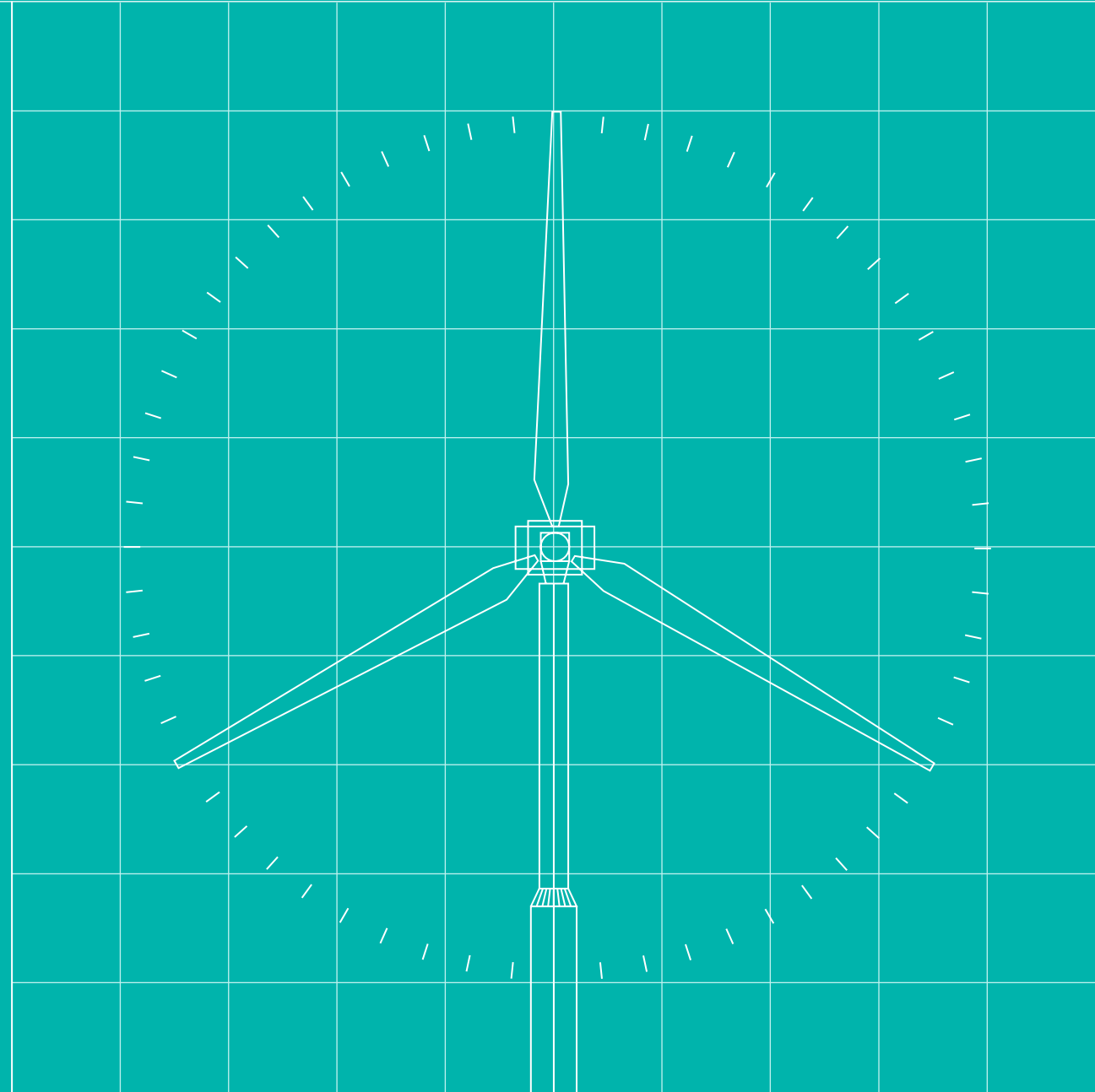
Design Artefact Review Process

MHHS Design Team
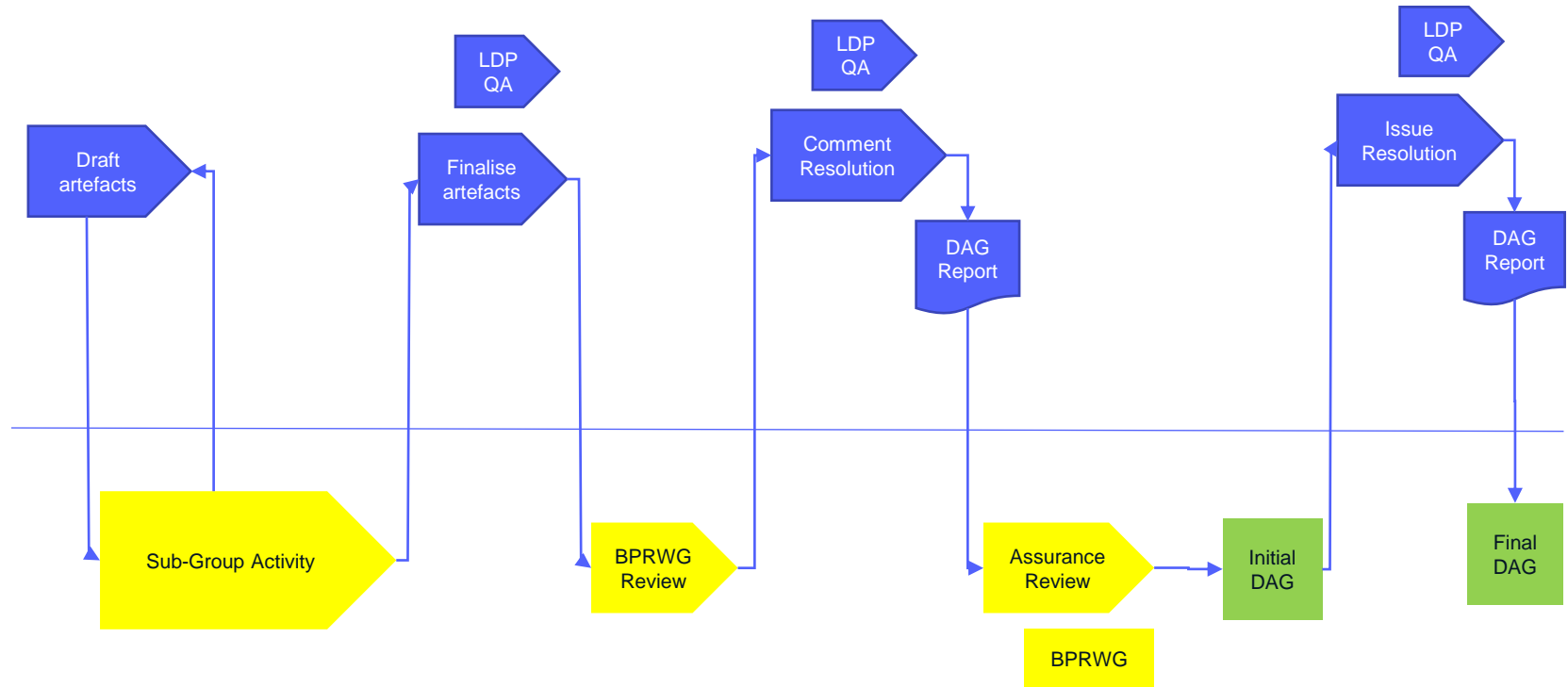
Industry Participants

Design Artefact Review Process

Key points:

- ❑ Detailed design activity is carried out within the Sub-Group activity following which the completed design artefacts will be issued to BPRWG for review.

- ❑ Following the BPRWG review cycle the DAG report will be produced to provide evidence of:
  - Industry engagement and response rates
  - Comment analysis
  - Outstanding issues/dependencies and action plan to resolve

- ❑ Updated Design Artefacts along with comment responses and DAG Report will be issued to BPRWG and DAG for a 2 week assurance review to ensure comments have been addressed ahead of the DAG meeting

- ❑ A BPRWG meeting will be held ahead of the DAG meeting to present the contents of the DAG report and address any concerns

- ❑ The initial DAG meeting will seek 'Conditional Approval' of design artefacts subject to the outstanding issues detailed in the DAG report

- ❑ Outstanding issues will be resolved and end to end assurance provided ahead of the final DAG to agree the design baseline

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Design Artefact Review Plan

MHHS Design Artefact Review Plan
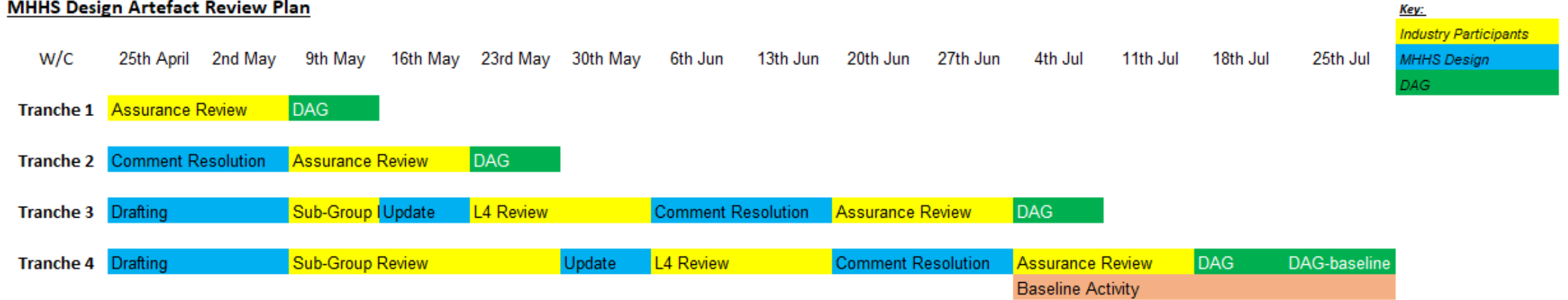
Review	BPRWG Review	Assurance Review	BPRWG Meeting	DAG Meeting
Tranche 1	Completed	27th April – 11th May	4th May	11th May
Tranche 2	Completed	11th May- 25th May	18th May	25th May
Tranche 3	25th May – 8th June	22nd June- 6th July	29th June	6th July
Tranche 4	8th June-22nd June	6th July- 20th July	13th July	20th July
Final DAG				27th July

Tranche Approval Principles:

- **Sub-Group Activity-** Purpose to agree detail of design artefacts with industry participants

- **BPRWG Review**- Purpose to review design artefacts and provide feedback

- **Assurance Review**- Purpose to provide assurance that comments have been addressed- no further comments invited

- **Initial DAG-** Purpose to provide Conditional Approval subject to the outstanding issues and action plan to resolve detailed in the DAG Report

- **Final DAG-** Purpose to provide baseline approval of design artefacts following closure of outstanding issues and end to end assurance

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MHHS Design Dashboard

Tranche	Sub-Group	Artefacts	RAG		BPRWG Assurance	DAG	Current status and issues
			Last month	This month			
1	Registration	14	🟡	🟢	4th May	11th May	• Submitted to DAG for Conditional Approval
	Metering & Data Services	6	🟡	🟢	4th May	11th May	• Submitted to DAG for Conditional Approval.
	Elexon Central Services	4	🟡	🟢	4th May	11th May	• Submitted to DAG for Conditional Approval
	DIP Technical Documents	2	🟡	🟢	4th May	11th May	• Submitted to DAG for Conditional Approval
2	Registration	15	🟢	🟢	18th May	25th May	• Comment resolution on track
	Metering & Data Services	1	🟢	🟢	18th May	25th May	• Comment resolution on track
	Elexon Central Services	12	🟢	🟢	18th May	25th May	• Comment resolution on track
3	Registration	4	🟢	🟢	29th June	6th July	• Drafted- Sub-Working Group Activity Scheduled
	Metering & Data Services	3	🟢	🟢	29th June	6th July	• Drafted- Sub-Working Group Activity Scheduled
	Elexon Central Services	5	🟢	🟢	29th June	6th July	• Drafted- Sub-Working Group Activity Scheduled
	Global	1	🟡	🟡	29th June	6th July	• Drafting of the Operational Choreography document is behind schedule due to capacity issues
	Technical Architecture	2	🟡	🟡	29th June	6th July	• Drafting behind schedule due to additional capacity required to support RFP

🟢 On track   🔵 Complete
🟡 At Risk   ⚪ To be determined
🔴 Not on track, at high risk

NOTE: A detailed breakdown of the status of each design artefact can be found in the Design Artefact Tracker

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MHHS Design Dashboard

Tranche	MHHS Service	Artefacts	RAG		Planned DAG Month	Expected DAG Month	Current status and issues	
			Last month	This month				
4	Registration	17	🟡	🟡	13th July	20th July	•	Detailed planning in progress
	Metering & Data Services	7	🟡	🟡	13th July	20th July	•	Detailed planning in progress
	Elexon Central Services	3	🟡	🟡	13th July	20th July	•	Detailed planning in progress
	Networks	3	🟡	🟡	13th July	20th July	•	Detailed planning in progress
	Global	1	🟡	🟡	13th July	20th July	•	Detailed planning in progress
	Technical Architecture	5	🟡	🟡	13th July	20th July	•	Detailed planning in progress
TBC	Registration	8	🟡	🟡	TBC	TBC	•	Scope to be defined
	Metering & Data Services	3	🟡	🟡	TBC	TBC	•	Scope to be defined
	Consumption Adjustment/Settlement Disputes	6	🟡	🟡	TBC	TBC	•	Scope to be defined
	Network	1	🟡	🟡	TBC	TBC	•	Scope to be defined
	Supplier	1	🟡	🟡	TBC	TBC	•	Scope to be defined

🟢 On track 🔵 Complete
🟡 At Risk ⚪ To be determined
🔴 Not on track, at high risk

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DAG Design Principles

DISCUSSION: Review of design principles

Programme – Ian Smith

10 mins

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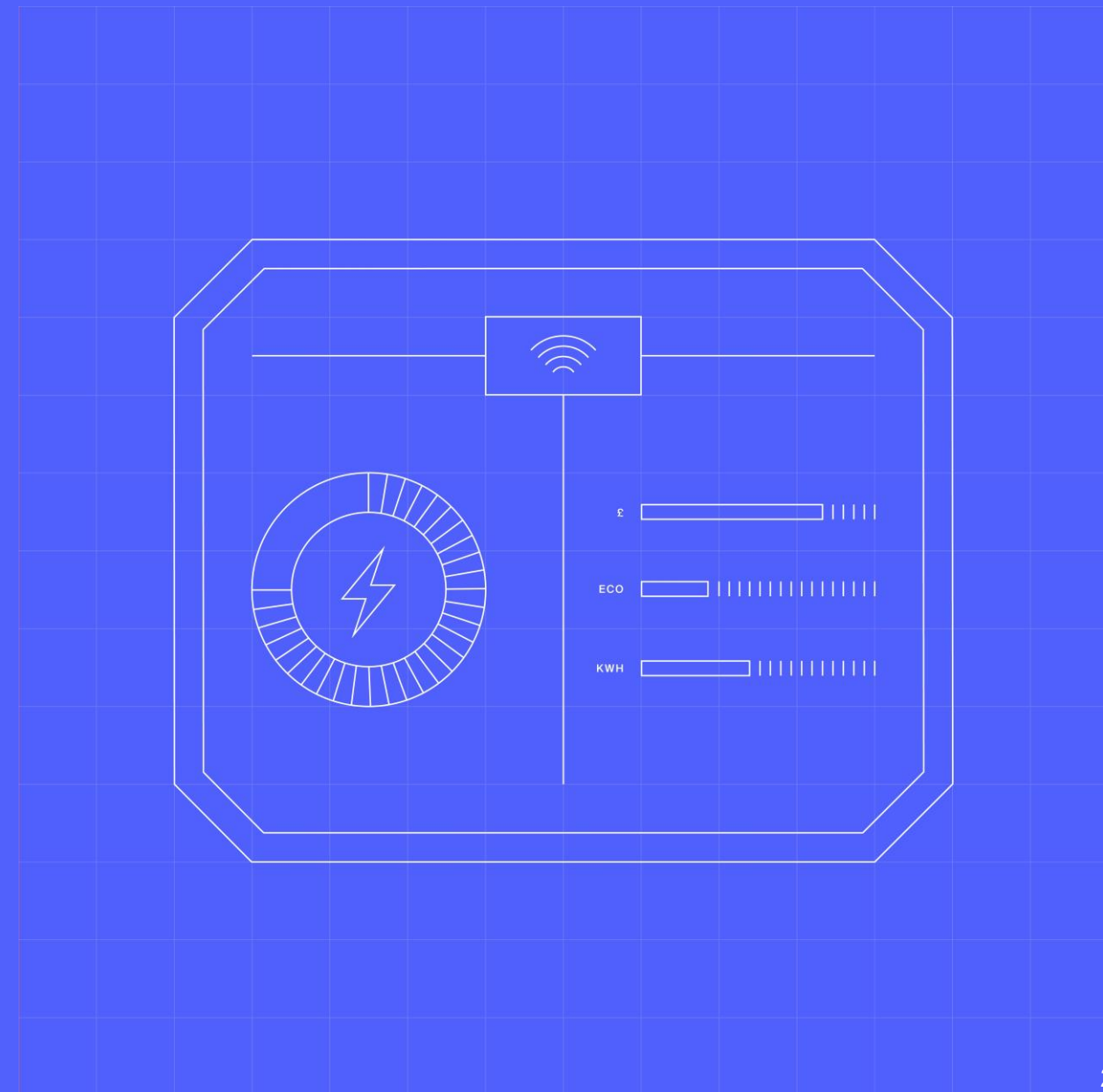
High Level Design Principles (1 of 2)

The items listed below represent the current programme view of the high-level principles to be applied to the end-to-end design.

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

Ref	Principle	Scope	Sub-Principle	References
0	The solution will be designed to support timely and accurate settlement.	System Wide		
1	The solution will implement the TOM at a service level with prescribed interfaces between TOM services. The design will be agnostic as to the physical resolution that parties choose in the build of the services, it will only proscribe requirements and such physical characteristics as to enable interface build.	System Wide		PRI017
2	Energy Suppliers can choose how they deliver their TOM Data Services (direct or procured). Suppliers may perform any aspect of any service subject to qualification.	System Wide		PRI016
3	The DIP solution will remain stateless and will not execute Business Processing rules. For the purposes of this principle address derivation and routing are not considered business rules.	DIP	Sending parties are responsible for any follow up for business processes requiring completion (PRI026)	PRI024.PRI025
4	No new DTC flows will be created to resolve interface requirements for MHHS. Nor will there be facsimiles of existing DTC flows created on the DIP.	System Wide		
5	Where optionality exists with regard to resolving an interface to either the DIP or remaining on the DTN the solution will consider the full set of interfaces related to a process or service. i.e. if the majority of flows within a process use the DIP it would not be desirable for outliers to remain on the DTN.	System Wide		
6	Solution assumes that the data held/mastered by the owner/manager is correct. Services will undertake processing in good faith based on the data provided to them. This does not preclude the potential requirements for exception reporting and reconciliation requirements to rectify data quality issues.	System Wide	Will not duplicate items held in other systems(PRI004/005) Will only hold what is required to route messages Will not validate customer opt out (PRI008)	PRI003. PRI001. PRI010. PRI011. PRI019

High Level Design Principles (2 of 2)

Ref	Principle	Scope	Sub-Principle	References
7	TOM Service Operators will be responsible for reporting data accuracy issues to the data owner/manager	System Wide		PRI003
8	Data will be processed by all parties promptly and in accordance with applicable industry codes	System Wide	[Data services should process data in accordance with the settlement timetable]	PRI010
9	The solution will seek to minimise total cost to industry in the delivery of the OFGEM approved TOM services and Integration platform	System Wide		PRI027
10	The solution will be secure, scalable for volume, latency, interfaces and other key technical dimensions.	DiP		PRI015.PRI028
11	Interfaces will only pass those elements of data required in direct support of their governing business process and requirements. Where a changed value falls within a logical group of data e.g. House number in an address the logical group will be sent.	System Wide		
12	Design will be articulated with sufficient breadth and detail required to enable regulatory code drafting in addition to enabling Service Design, Build, Test & Operate.	System Wide		
13	Any technology selection will be mindful of future use cases.	DIP		
14	The solution will seek to maximise the benefits for consumers receiving MHHS services via current and future use cases. This includes benefits from smart metering and other areas captured in the business case.	System Wide		
15	All market participants, operating under MHHS Target Operating Model, will be afforded the ability to deliver the same level of service for the same MHHS service.	System Wide		

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Level playing field design principle

INFORMATION: Updates on actions related to SEC MP162

Chair
Programme - Ian Smith

10 mins

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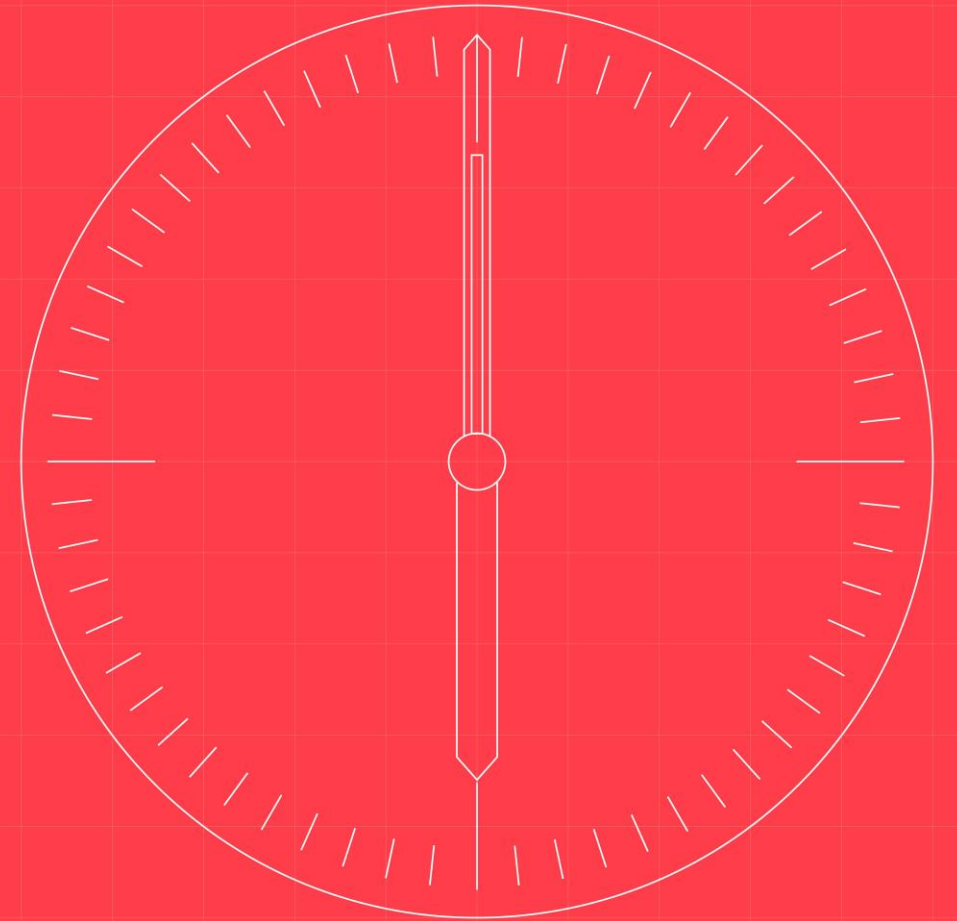
DAG updates:

- Weekly SECAS/MHHS Programme meetings, SECAs invited to DAG meetings

- DAG agreed to wait for the SDS sub group to consider use cases

- Responses received to design paper to SDS re <24hr TRTs use cases, frequency and materiality

- Design Team analysing the responses

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Level 4 Working Group Updates

INFORMATION: Updates on Tranches 2, 3 and 4 from design working groups

Programme – Ian Smith & Claire Silk

10 mins

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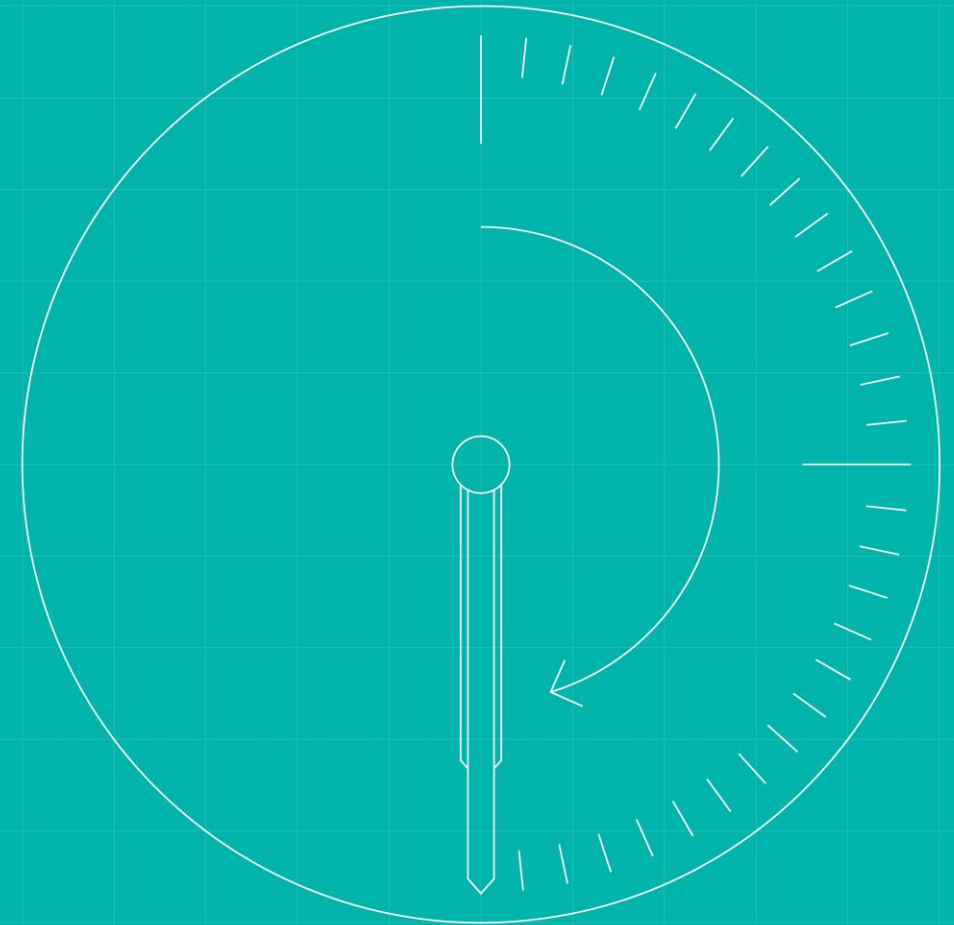
Design Artefact Review Progress & Next Steps

Tranche 1

Progress:
- Sub-working group activity completed
- Level 4 Review Cycle x 2 completed
- Design artefacts updated and outstanding issues and dependencies identified

Next Steps:
- Recommended for Conditional Approval by DAG on 11th May

Tranche 2

Progress:
- Sub-Working Group activity completed
- Level 4 Review completed

Next Steps:
- Comment resolution and document updates
- Planned release for BPRWG Assurance & DAG review on 11th May
- BPRWG Assurance meeting 18th May
- Planned submission to DAG for Conditional Approval on 25th May

Tranche 3

Progress:
- Design artefacts drafted

Next Steps:
- Sub-Group activity scheduled:
  o Metering Services Business Requirements
  o Registration- Change of Segment
  o ECS- Industry Standing Data
  o ECS- Reporting Requirements
  o Operational Choreography
- Planned release for BPRWG review on 25th May

Milestones:
- BPRWG Assurance & DAG Review- 22nd June to 6th July
- BPRWG Assurance Meeting- 29th June
- DAG Conditional Approval- 6th July

Tranche 4

Progress:

Next Steps:
- Complete detailed planning
- Schedule Sub-Group activity
- Registration Service Business Requirements sub-group review

Milestones:
- BPRWG Review- 8th June to 22nd June
- BPRWG Assurance & DAG Review- 6th July to 20th July
- BPRWG Assurance Meeting- 13th July
- DAG Conditional Approval- 20th July

- The full Working Group schedule can be found here

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May 2022				
Mon 2nd	**Tue 3rd**	**Wed 4th**	**Thu 5th**	**Fri 6th**
Bank Holiday	Tranche 1- Assurance			
Bank Holiday	Sub-Group review- Metering Service Business Requirements	**BPRWG**	PM: TDWG	AM: Elexon Central Services
Mon 9th	**Tue 10th**	**Wed 11th**	**Thu 12th**	**Fri 13th**
Tranche 1 Assurance		Tranche 2- Assurance		
	AM- Registration- Change of Segment PM- Metering Service Requirements Drop In Sessions	**DAG** PM: Security Working Group	Sub-Group review- Registration Service Business Requirements PM: Operational Choreography	AM: Elexon Central Services
Mon 16th	**Tue 17th**	**Wed 18th**	**Thu 19th**	**Fri 20th**
Tranche 2 Assurance				
	AM- Registration- Change of Segment	**BPRWG**	AM: Operational Choreography PM: TDWG PM: Registration Service Requirements Drop In Sessions	AM: Elexon Central Services
Mon 23rd	**Tue 24th**	**Wed 25th**	**Thu 26th**	**Fri 27th**
Tranche 2 Assurance		Tranche 3 BPRWG Review		
		DAG PM: Security Working Group	PM: TDWG	AM: Elexon Central Services
Mon 30th	**Tue 31st**	**Wed 1st**	**Thu 2nd**	**Fri 3rd**
Tranche 3 BPRWG Review			Bank Holiday	Bank Holiday
			Bank Holiday	Bank Holiday

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Review of RAID

PMO to update

DISCUSSION: Review of design related RAID items

Programme – PMO

10 mins

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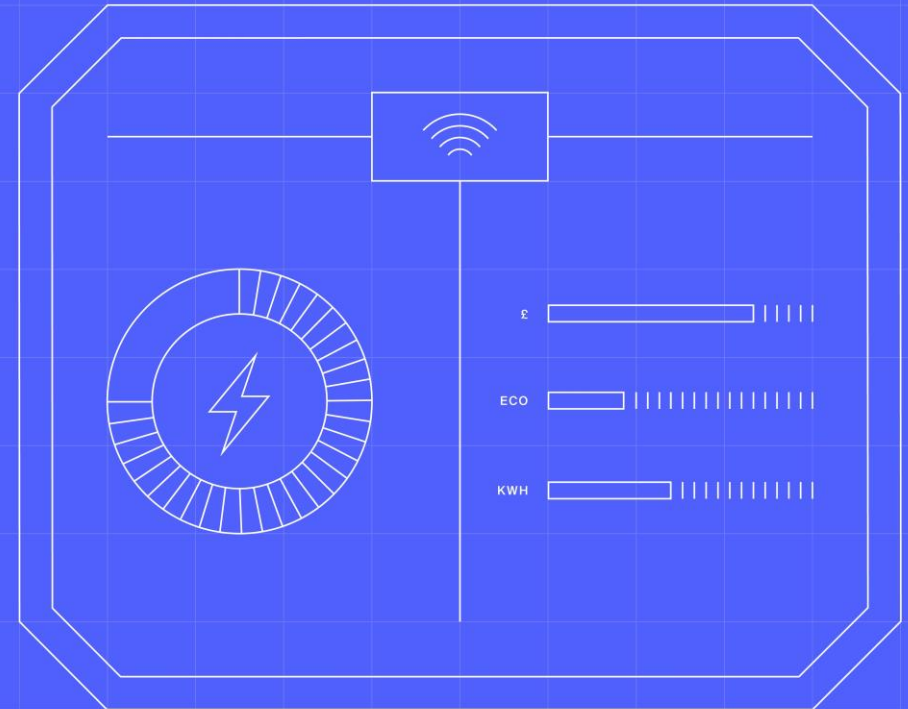
The Programme have analysed the items captured in the RAID log and have identified the following priority Risk themes:

#	Theme	Description	Mitigation Approach	No.of Items	RAG Status*	Trend
1	**Supplier engagement and mobilisation**	Suppliers may not be mobilised early enough to support the forward delivery approach	• CR001 has been approved; IPA recommendation is that all remaining un-mobilised suppliers are fully mobilised by or before 30-Sep-22 • If this is not done, re-baselining of the plan (and subsequent major milestones) are likely to be delayed • Progress on mobilisation will be verified via PPC activities and Readiness Assessment 2 is planned to verify status post-M3.	10 Risks 2 Issues	**Red (Score 25)**	No Change
2	**Ability to meet the M5 timetable as planned**	The amount of work – due to design complexity and / or ability to continue to attract adequate participant engagement – may cause difficulty in reaching an agreement on the design by end of July-22	• Encourage adequate engagement from all Participants – via the provision (during working groups) of a clear timetable for all artefact pathways to ultimate DAG approvals • Exceptional targeted sessions where needed (outside working groups), to manage risk related to any design complexities or specific Participant challenges / queries • In line with IPA recommendations: reconfirmation of the design delivery plan; continual monitoring and identification of areas of risk in the design that require further validation by Programme Participants; tracking of progress against the Tranches to DAG and monthly checkpoints reported to PSG between now and M5 to review progress of design activity against plan and confidence indicators/acceptance criteria.	10 Risks 4 Issues	**Amber (Score 19)**	No Change
3	**Completion of the programme re-plan as expected**	The dependency on M5 completion and the need for significant participant engagement could impact the ability to complete the programme re-plan on time	• Engage industry volunteer parties to develop a 'strawman' plan in advance of M5 • Issue the 'strawman' plan at the earliest opportunity – at M5 – for formal consultation, to provide the most time for Programme Parties to review plan timelines in line developing with their technology strategies and impact assessments • Undergo two rounds of industry consultation to capture all industry feedback possible before approval through PSG (and probably also Ofgem).	8 Risks	**Amber (Score 17)**	No change
4	**Time currently allowed between M5 and M9 may be insufficient**	The timeline between M5 and M9 may be inadequate given the likely significant effort required for industry DBT – this may impact the ability for all parties to begin industry testing at M9 per current timelines	• Ensure Test Strategy is comprehensive, consistent and well understood • Conduct rigorous internal assurance on the Test Strategy. Communicate the strategy clearly, widely and thoroughly to Ofgem and the parties and assure their understanding of it and their plans for it • Complete the programme re-plan and subsequent industry consultation to agree the appropriate time needed for DBT between M5 and M9	7 Risks 2 Issue	**Amber (Score 16)**	Risk increasing ⬆

RAG status is determined by the combined average current score for open risks and issues

Key:

Theme Score	Category
2 to 12	**Green**
13 to 24	**Amber**
25 to 30	**Red**

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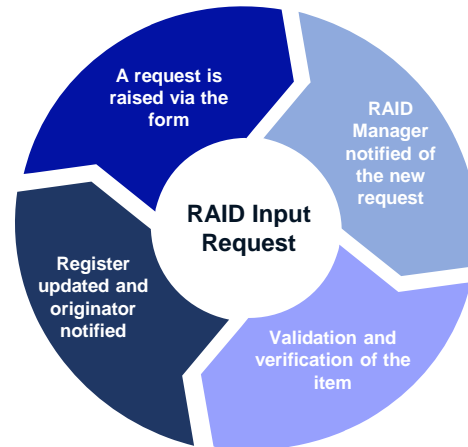Industry-led, Elexon facilitated

RAID Log Input Form & Next Steps

To manage the flow of information input to the RAID log, we have designed and developed a RAID log input form
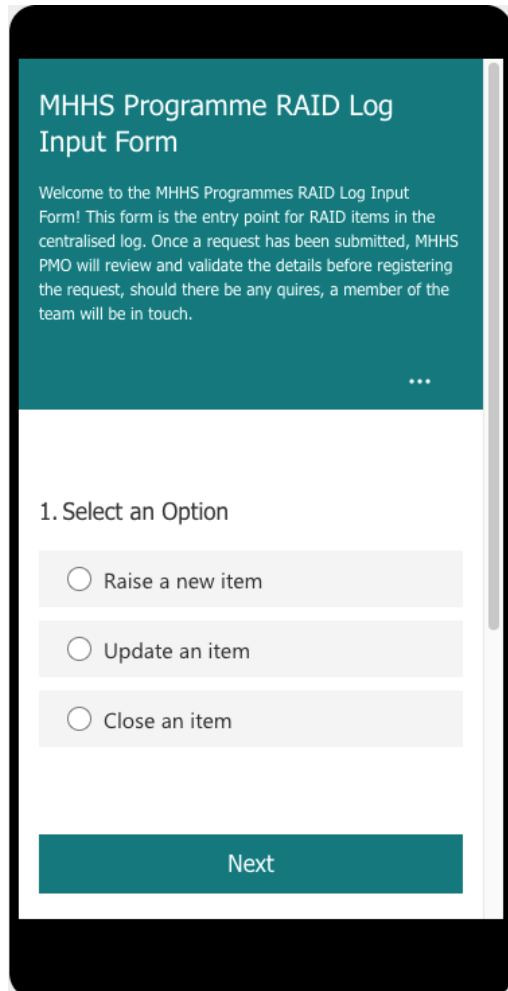
Purpose

The RAID Log Input Form is the single point of entry for participants to raise, update and close RAID items in the centralised log

Process

1. A request is raised via the input form

2. A notification is sent to the RAID Manager containing the new items and details captured

3. The RAID Manager will verify and validate the request, liaising with members of the team and/or the originator should further clarifications be required

4. Once the details are validated, the RAID Log will be updated, and the originator is notified

Next Steps

- To present a view of the key Risk themes (Today)
- To release the RAID Log via the Programme Collaboration Base (End of May)
- To provide a demo of the RAID dashboards (June)

Code Drafting Principles

DISCUSSION: Review draft code drafting principles created by CCAG and provide design perspective of workability

Programme – Andrew Margan

10 mins

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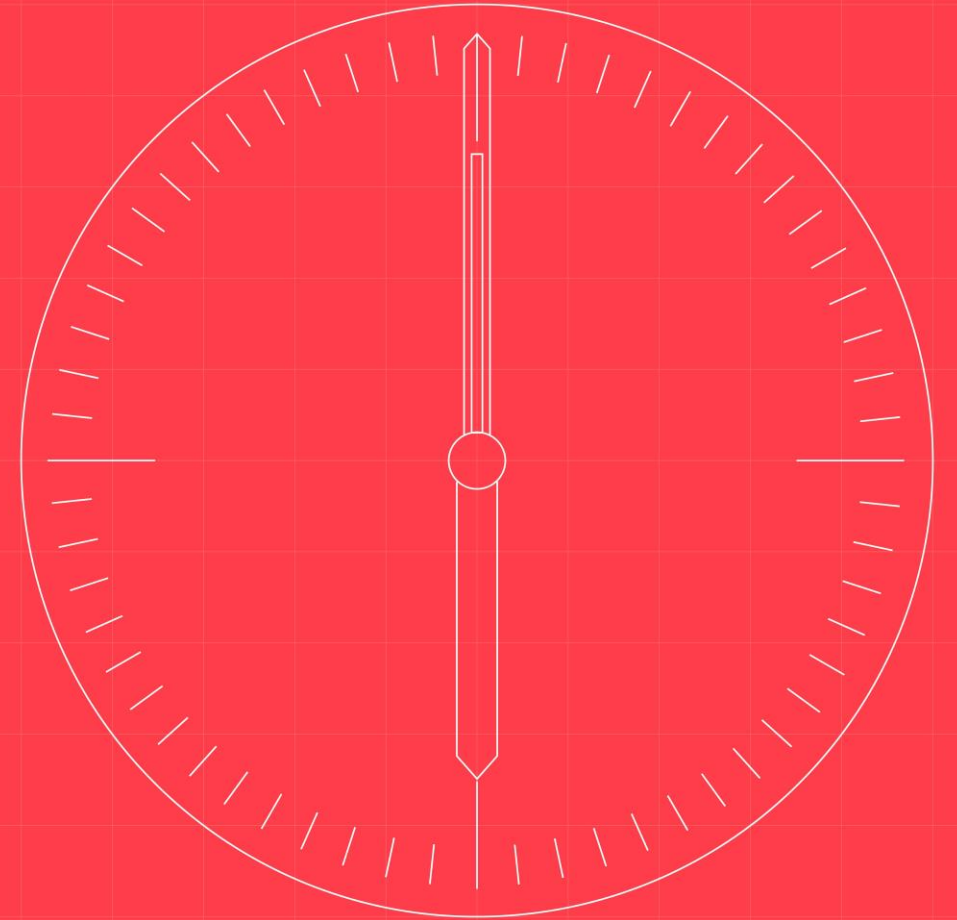
CCAG Code Drafting Principles and Approach

The below draft principles have been developed via the Cross Code Advisory Group (CCAG). They are designed to provide guidance to those involved in code drafting (e.g. Code Bodies, industry parties, etc.). The CCAG requested the principles are presented to DAG for comment. The principles and approach will be reviewed on an ongoing basis by the CCAG.

Principles

1. Code drafting with take a **lean approach** - new wording and content changes will be minimised, simple and direct.
2. Code draft will be **only to reflect the content of the design** and not to re-open the merits of each design solution (the Programme is design-led).
3. BSCPs (or equivalent) will reference the Enterprise Architect tool, rather than duplicate design artefacts. **Design artefacts will be referenced wherever possible**, using a "point at" model.
4. Code drafting will be **colour coded/change marked**, to support drafting and assurance review.
5. The **code with the largest impact will lead/dictate code drafting activity** and other codes will dove tail into their work; e.g. REC/MHHSP will drive code draft activity and DCUSA presents their consequent changes at the same time.
6. **New BSCPs will create series 7**. There may be an option to place legacy text into a separate code section.
7. **Code drafting and review will take place offline**. Comments from review will be addressed in the working group by exception (i.e. only where specific comments require discussion)
8. The **decision to send text for mini-consultation will be delegated from CCAG to the L4 workgroup**. Code changes will be presented to the L4 WG by topic
9. **CCAG will retain control to recommend implementation and request Ofgem SMAPs**.
10. **Mini-consultation will be by all Programme Participants** via their principal contacts.
11. Mini- consultation, drafting reviews, and code drafting itself will occur in parallel where possible
12. In accordance with Ofgem timetable, code drafting will not change settlement timetable until transition is complete

Approach

1. **Topic areas to be drafted in order by largest first** (to be validated by BSC and REC matrix planning activity and with final outputs of the design). **Time required to draft for each topic area will flex** depending on the volume of drafting required. The topic areas will be: 1) Data Services, 2) Metering, 3) Registration, 4) Interfaces/Data Specification, 5) BSC Central Services, 6) Governance, 7) Transitional text
2. A **consistency check** will provide assurance and gap analysis to cross reference code sections to design artefacts. This will ensure all artefacts are codified
3. **CDWG will be the only formal working group**. The CCAG will maintain mid-month meetings with code bodies only (not formal L4 WGs) for the next [two/three] months and communicate output/recommendations to CCAG.
4. **Some code draft can be 'warm started'.** This includes transitional text (as each topic area completes) and consequential changes for non-REC/BSC
5. Draft text will require a number of internal **reviews** before being sent to mini-consultation (please see slide 13 for a more detailed view)

Consequential Change Impact Assessment Group

DECISION: Review draft CCIAG ToR and seek decision on commencement of group

Programme – PMO

15 mins

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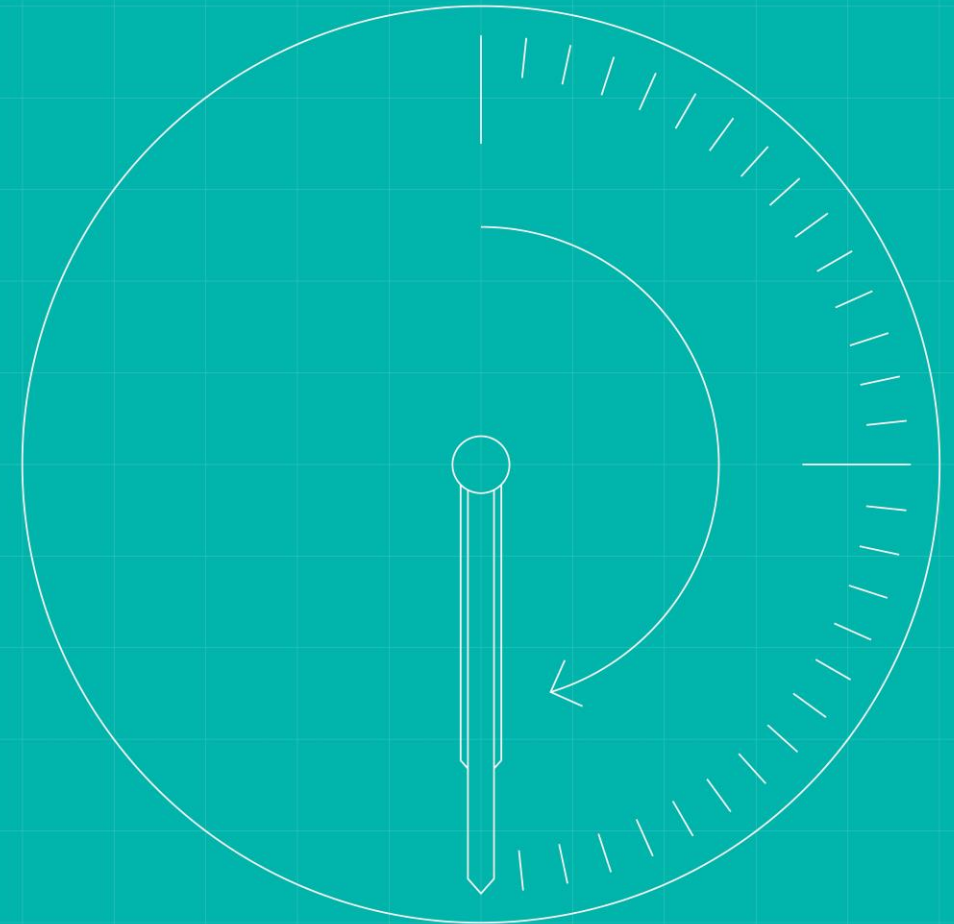
Key Information:

- Draft CCIAG ToR provided as Attachment 3

- Four weeks' notice of commencement will be provided – with first meeting in June 2022

- Calls for agenda items will be made via The Clock and email channels

- Group is open to all, and is a discussion forum aimed at enabling discussion of matters which sit outside of the MHHS Target Operating Model, with participants expected to drive content

DAG are invited to:
- provide comments on the draft ToR
- Approve the ToR
- Agree the CCIAG convene in June

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Summary and Actions

INFORMATION: Summarise actions and plan agenda for next meeting

Chair & Secretariat

10 mins

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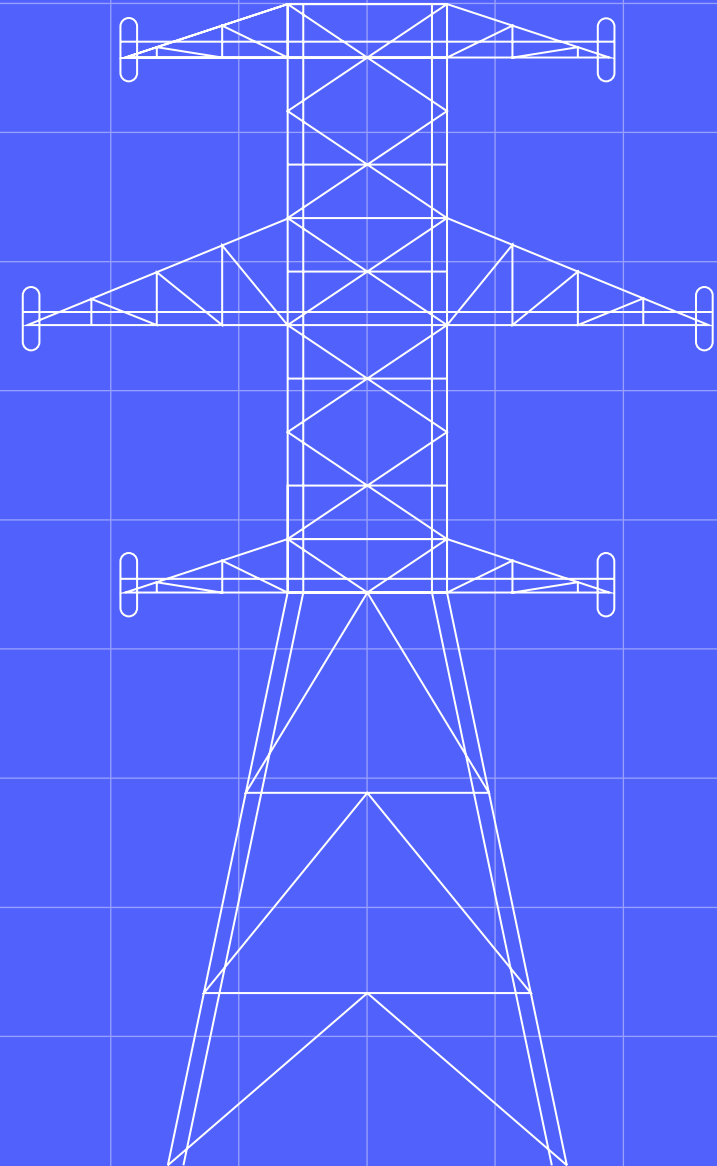
DAG Forward Look

DAG Agenda Roadmap:

Meeting dates	11-May	25-May	15-Jun	06-Jul	20-Jul	27-Jul
Relevant milestones/activities	Tranche 1 approval	Tranche 2 approval		Tranche 3 approval	Tranche 4 approval	
Agenda items	Design Decisions Review of RAID	Tranche 2 approval	Review of RAID		*Draft Design Report	*MHHS Design Approval *Final Design Report *MHHS Change Process *DAG Focus Post Design Baseline
Standing items	Minutes & actions Governance group updates DAG Design Principles Level Playing Field Principle MHHS Design Dashboard L4 working group report Summary and next steps	*Minutes & actions *Governance group updates *DAG Design Principles *Design Decisions *Level Playing Field Principle *MHHS Design Dashboard *L4 working group report *Summary and next steps	*Minutes & actions *Governance group updates *DAG Design Principles *Design Decisions *Level Playing Field Principle *MHHS Design Dashboard *L4 working group report *Summary and next steps	*Minutes & actions *Governance group updates *DAG Design Principles *Design Decisions *Level Playing Field Principle *MHHS Design Dashboard *L4 working group report *Summary and next steps	*Minutes & actions *Governance group updates *DAG Design Principles *Design Decisions *Level Playing Field Principle *MHHS Design Dashboard *L4 working group report *Summary and next steps	*Minutes & actions *Governance group updates *DAG Design Principles *Design Decisions *Level Playing Field Principle *MHHS Design Dashboard *L4 working group report *Summary and next steps

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 (Registration)	1000-1300	Weekly
	Thursday (Smart or Advanced or Unmetered)	1000-1300	Weekly
	Friday (Elexon Central Systems)	1000-1300	Weekly
TDWG Sub-Group	Thursday	1400-1600	Weekly
SDWG Sub-Group	Wednesday	1400-1530	Fortnightly

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- Confirm actions from meeting (Secretariat)

- Date of next DAG: 25 May 2022 10am-1pm

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)

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Attachments

Attachment 1 – DAG Summary Report – Tranche 1

Attachment 2 – DIP Functional Specification v2.0

Attachment 3 – DIP Non-Functional Requirements

Attachment 4 – CCIAG ToR v0.2 (draft)

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