MHHS Design Advisory Group Headline Report

Meeting Number	**DAG009**	Venue	**Virtual – MS Teams**
Meeting Date and Time	**11 May 2022 10:00-13:00**	Classification	**Public**

Actions

Area	Action Ref	Action	Owner	Due Date
Minutes and actions	DAG09-01	Liaise with Programme SRO team to present information to DAG on the IPA work package related to the scope of independent assurance on Programme design work	Chair	08/06/2022
	DAG09-02	Share list of the design document repository user group volunteers with DAG members	Programme (Paul Pettitt)	18/05/2022
Tranche 1 Approval	DAG09-03	Provide detailed action plan for resolution of open design issues against T1 design artefacts	Programme (Claire Silk)	25/05/2022
	DAG09-04	Produce guidance outlining how parties can engage with design artefact review process, including how issues can be raised	Programme (Claire Silk)	25/05/2022
	DAG09-05	Programme to liaise with Programme Participants who have queries on the Programme Design Team's responses to comments on the Tranche 1 design artefacts	Programme (Ian Smith)	08/06/2022
	DAG09-06	Advise constituents who have expressed concerns on Programme responses to comments on Tranche 1 design artefacts to contact the Programme Design Team (Design@mhhsprogramme.co.uk)	DAG Members	08/06/2022
	DAG09-07	Add dependency to outstanding design issues log to capture ongoing assessment of MDR TRT requirements in relation to SEC MP162	Programme (Ian Smith)	18/05/2022
	DAG09-08	Add dependency to outstanding design issues log under routing to ensure other mechanisms for publishing data to other parties is captured	Programme (Ian Smith)	18/05/2022
	DAG09-09	Add dependency to outstanding design issues log regarding technical resolution of delivery of load shape data to non-DIP actors	Programme (Ian Smith)	18/05/2022

	DAG09-10	Add dependency to outstanding design issues log relating to ensuring design collateral is sufficient to enable code drafting. IS to review example of this and confirm sufficient for code drafting.	Programme (Ian Smith)	08/06/2022
	DAG09-11	Add dependency to outstanding design issues log regarding Programme approach to resolving material design issues which emanate from design assurance process.	Programme (Ian Smith)	08/06/2022
	DAG09-12	Provide a clear plan for the resolution of the recorded outstanding issues related to the Tranche 1 design artefact approval	Programme (Design Team)	25/05/2022
Next Steps	DAG09-13	Consider whether further extraordinary DAG meeting required to discuss latest information relating to the Smart Energy Code (SEC) Modification Proposal (MP) 162	Programme (Design Team)	
	DAG09-14	Issue correspondence to DAG members seeking approval decisions on the latest Data Integration Platform (DIP) Functional Specification and Non-Functional Requirements document, and approval of the Consequential Change Implementation Advisory Group (CCIAG) draft Terms of Reference, and seeking comments on the code drafting principles provided by the Cross Code Advisory Group (CCAG)	Programme (PMO)	13/05/2022
	DAG09-15	Review length forward DAG meetings to ensure sufficient time to discuss all agenda items	Programme (PMO)	13/05/2022
Previous Meeting(s)	DAG06-01	Review alignment between related MPAN modifications and design subgroup	Programme (Ian Smith)	08/06/2022
	DAG08-02	Issue call for agenda items or discussion topics prior to mobilisation of CCIAG	Programme (PMO)	08/06/2022

Decisions

Area	Dec Ref	Decision
Minutes	DAG-DEC-20	Minutes of meetings held 13 April 2022 approved, with no comments.
Tranche 1 Approval	DAG-DEC-21	Tranche 1 design artefacts conditionally approved

RAID Items Discussed

RAID area	Description
None	

Key Discussion Items

Area	Discussion
Minutes and Actions	The minutes of the DAG meeting held 13 April 2022 were approved with no comments (see **DECISION DEC-DAG-20)**
	The group were advised several parties had volunteered to participate in the user group relating to the MHHS design document repository. The Programme agreed to provide the list of participants for visibility as to the constituency types who will take part (see **ACTION DAG09-02**).
Governance Group Updates	**Programme Steering Group (PSG)**
	Attendees were advised MHHS Programme Change Request (CR) 001, which moves the M5 programme milestone relating to the release of the detailed design baseline to July 2022, had been approved by Ofgem. The group were also advised that CR006, which updates the DAG Terms of Reference in accordance with updates previously agreed at DAG, was also approved and the outputs will be incorporated into an updated MHHS Programme Governance Framework document.
	Cross Code Advisory Group (CCAG)
	CR003, which seeks to move the M6 and M7 programme milestones relating to the delivery of code drafting and enactment of statutory powers by Ofgem, was approved by the CCAG. The change has now been submitted to Ofgem for approval, with a response anticipated no sooner than 18 May 2022.
	CCAG have produced a series of code drafting principles to help guide the code drafting process, which is anticipated to last nine to ten months. The CCAG have request the principles are reviewed by DAG to enable the incorporation of any suggested additions or amendments (see **ACTION DAG09-13**).
	The CCAG have commenced discussion on the governance of the Data Service Provider (DSP) role and have identified a need to consider whether use of term DSP under the MHHS Programme may cause confusion with the role of the same name within Data Communication Company (DCC) processes.
	Testing and Migration Advisory Group (TMAG)
	The first version of the E2E Testing and integration Strategy has been released. Similarly, the first version of the Test Data Strategy is due to be released following approval by TMAG in the coming weeks. Both documents will subject to further changes as the Programme progresses.
	New testing working groups are due to be established in the coming months in addition to the existing Data Working Group (DWG) and Migration Working Group (MWG). Parties will be provided with at least one month's notice and notice will be published in the Programme newsletter 'The Clock' as well as being emailed to those on the TMAG, DWG, and MWG distribution lists.
Tranche 1 Approval	The DAG were asked to provide a recommendation on whether the Tranche 1 (T1) design artefacts should be conditionally approved, following review by the Business Process and Requirements Working Group (BPRWG) (see <u>DAG Tranche 1 Summary Report</u>). The Programme Design Team highlighted the outstanding issues log which was created to record and manage the resolution of industry comments on the T1 documents which are yet to be resolved prior to T1 approval being sought. The group were asked for conditional approval of T1 design artefacts subject to the resolution of outstanding issues, noting the dependencies to be addressed in later Tranches.
	Outstanding T1 Issues/Comments
	The group discussed in detail matters surrounding approval, with several attendees expressing concerns that some of their constituents believed some of their comments on the T1 artefacts were either outstanding or not resolved to their satisfaction. The Programme Design Team explained why some issues remained outstanding and explained these have been recorded in a log to enable tracking and resolution as the design artefact review tranches progress, they also asked for DAG members to notify them of these specific issues. Several attendees expressed concern over being asked to conditionally approve the T1 artefacts without a specific plan outlining how the outstanding design issues will be resolved. The

Programme were working on a plan (see **ACTION DAG09-03**) and highlighted that the number of design artefacts with outstanding issues is relatively small compared with the total number of documents within T1

The Programme Design Team explained the intention is to track all conditionally approved documents to ensure any future changes required to resolve outstanding issues are completed. It was explained that several outstanding issues may only be resolved once further matters are confirmed as part of the Tranche 2 to 4 reviews.

It was confirmed that any changes to the T1 design artefacts as a result of the future resolution of outstanding issues will not require a programme CR. Any changes required after the release of the detailed baseline will require a CR.

The Programme advised the T1 outstanding issues log would be updated and a summary of the action plan required to attain a resolution (see **ACTION DAG09-12**). The Programme also explained the feedback process for parties who provided comments would be made clearer. For example parties being able contacting the Programme where they feel their comments have not been sufficiently addressed, or where a mis-interpretation of the nature of the comment may have occurred. DAG members were asked to advise any constituents (see **ACTION DAG09-06**) who may have expressed that their comments/issues have not been adequately resolved or have been mis-interpreted to contact the Programme Design Team to ensure their views are accounted for (design@mhhsprogramme.co.uk).

T1 Assurance

The Programme Design Assurance Team advised the T1 artefacts have been reviewed in detail and no substantive gaps or concerns were identified. As such, the Programme considers the T1 documents are sufficiently stable to be considered capable of conditional approval, subject to the resolution of any outstanding issues.

Following comments from DAG members, the Programme committed to ensuring issue resolution activities are commenced before approval is requested on the Tranche 2 (T2) and Tranche 3 (T3) design artefacts (see **ACTION DAG09-12**). Matters emanating from the T2-4 reviews which affect the T1 artefacts will be kept under close review.

The Programme Design Assurance Team stated that nothing within outstanding issues log or design assurance process has been identified as potentially requiring substantive alterations to the design. The Programme Design Team offered to engage directly with any participant who has concerns.

It was explained that T3 and T4 will be subject to an increased level design assurance during the review period meaning the documents will be better. As T1 is the first time DAG members have been asked to approved documents of this volume and nature, it was expected there would be a higher level of issues requiring resolution than in subsequent tranches and it is believed the process will become smoother in future tranche approvals.

Code Drafting Considerations

One member expressed concerns over whether the design artefacts would be of adequate quality and detail to enable legal text drafting for industry codes, stating the T1 artefacts alone are not sufficient to enable code drafting. The Programme Design Team agreed code drafting could not be fully undertaken based on the T1 artefacts alone and explained the outputs of T2-4 approval would be required to enable this.

It was noted this has been raised as a Programme risk by both the CCAG and Elexon and was something that would be included in the exit criteria to be applied to the completion of the M5 milestone.

Review of Issues and Dependencies

The group reviewed specific outstanding issues and dependencies recorded in the T1 Summary Report. New outstanding issues and dependencies were agreed, and these are summarised below:

- Open design issues will include any updates following resolution of any specific comments where parties believe their comments not resolved to their satisfaction
- Change to Load Shaping Service non-functional requirement on settlement period duration
- Approval of interfaces is on data items only

- Add dependency relating to the ongoing assessment of Meter Data Retrieval service Target Response Times requirements relating to Smart Energy Code Modification Proposal 162 (see **ACTION DAG09-07**)
- Add dependency under 'routing' to ensure alternative mechanisms for publishing data to parties who will not be required to use the Data Integration Platform (DIP) are captured (see **ACTION DAG09-08**)
- Add dependency regarding technical resolution for requirement to deliver of load shape data to non-DIP users (see **ACTION DAG09-09**)
- Add dependency relating to requirement that design collateral is adequate to enable code drafting (see **ACTION DAG09-10**)
- Add dependency regarding Programme approach required to resolve material design issues which emanate from the design assurance process (see **ACTION DAG09-11**)

Conditional Approval

The group discussed what was meant by conditional approval in this instance. The Programme defined this as approval of the T1 documents, subject to resolution of the recorded design issues, acknowledging the T1 documents which are the subject of the recorded issues will be updated as part of the resolution process. This includes any subsequent issues which are identified and do not require material change to the programme design. As such, the conditional approval sought included an understanding there are open issues to be resolved and dependencies to be discharged.

One attendee highlighted that transition and migration matters may require T1 docs to be revisited and suggested this should also form be part of conditions on approval, to which the Chair agreed.

The Chair asked attendees whether they would recommend the T1 design artefacts be conditionally approved with the conditions noted above in mind. Several parties considered it somewhat difficult to provide a recommendation given the outstanding issues recorded and questioned whether the T1 approval is being forced through. Several other attendees acknowledged the need operate to the agreed timetable and deliver design elements, albeit with issues still to resolve. Members were keen to see a resolution plan detailing the actions required to resolve the issues recorded against the T1 design artefacts (see **ACTION DAG09-03** and **ACTION DAG09-12**).

The majority of DAG members felt unable to offer a recommendation that T1 should be approved given the issues outstanding and the perception some comments provided by parties had not been fully addressed. A minority of DAG members offered a recommendation for approval subject on the conditions discussed.

The Chair summarised discussions and DAG concerns, and, noting the required timeframes and conditions to be attached, determined the T1 design artefacts should be conditionally approved, subject to the following points:

- The T1 design artefacts meet requirements of MHHS Target Operating Model (TOM) and Programme timetable
- Outstanding issues will be reviewed, with the Programme Design Team providing a response to each issue and ensuring a resolution plan is put into action.
- The resolution of outstanding issues do not require material change to the design
- The T1 artefacts will be amended and brought back for DAG decision where agreed dependencies are resolved once further information is made available in future design artefact review tranches (list of dependencies amended by DAG at this meeting)
- Future amendments will not include material changes to the design
- The Programme Design Team will provide a resolution approach for all current and potential future issues

In accordance with powers conferred on the DAG Chair by the Programme Governance Framework, the T1 design artefacts were conditionally approved subject to the above points.

Summary and Next Steps

Several agenda items remained undiscussed at the close of the meeting, and the Chair advised key matters requiring either review or decision would be issued ex-committee for action by correspondence (see **ACTION DAG09-13**). The items to be issued ex-committee included a decision on approval of the latest version of the DIP Functional Specification and Non-Functional Requirements documents, a decision on approval of the

	draft Consequential Change Implementation Advisory Group (CCIAG), and review of the code drafting principles provided by the CCAG. The Chair suggested members be given one week to provide comments on approval/review from the date of issue, to which no objections were received.
	POST MEETING UPDATE: Following discussions on the need to provide resolutions to the outstanding issues relating to the T1 design artefacts, the Programme has considered it would be prudent to cancel the next scheduled DAG meeting on 25 May 2022 and bring forward the DAG meeting scheduled for 15 June 2022, such that the next DAG meeting is held 08 June 2022. This will provide time for both responses to be issued for each recorded T1 issue and for a resolution approach to be published. It will also provide additional time for the review of the T2 design artefacts, due to be issued 18 May 2022, for which approval will be sought at the DAG meeting on 08 June 2022.

Next meeting: 08 June 2022