



**MHHS
PROGRAMME**

Industry-led, Elexon facilitated

Cross Code Advisory Group #7

22 June 2022

Version 1.0

MHHS DEL459

Document Classification: Public

Agenda

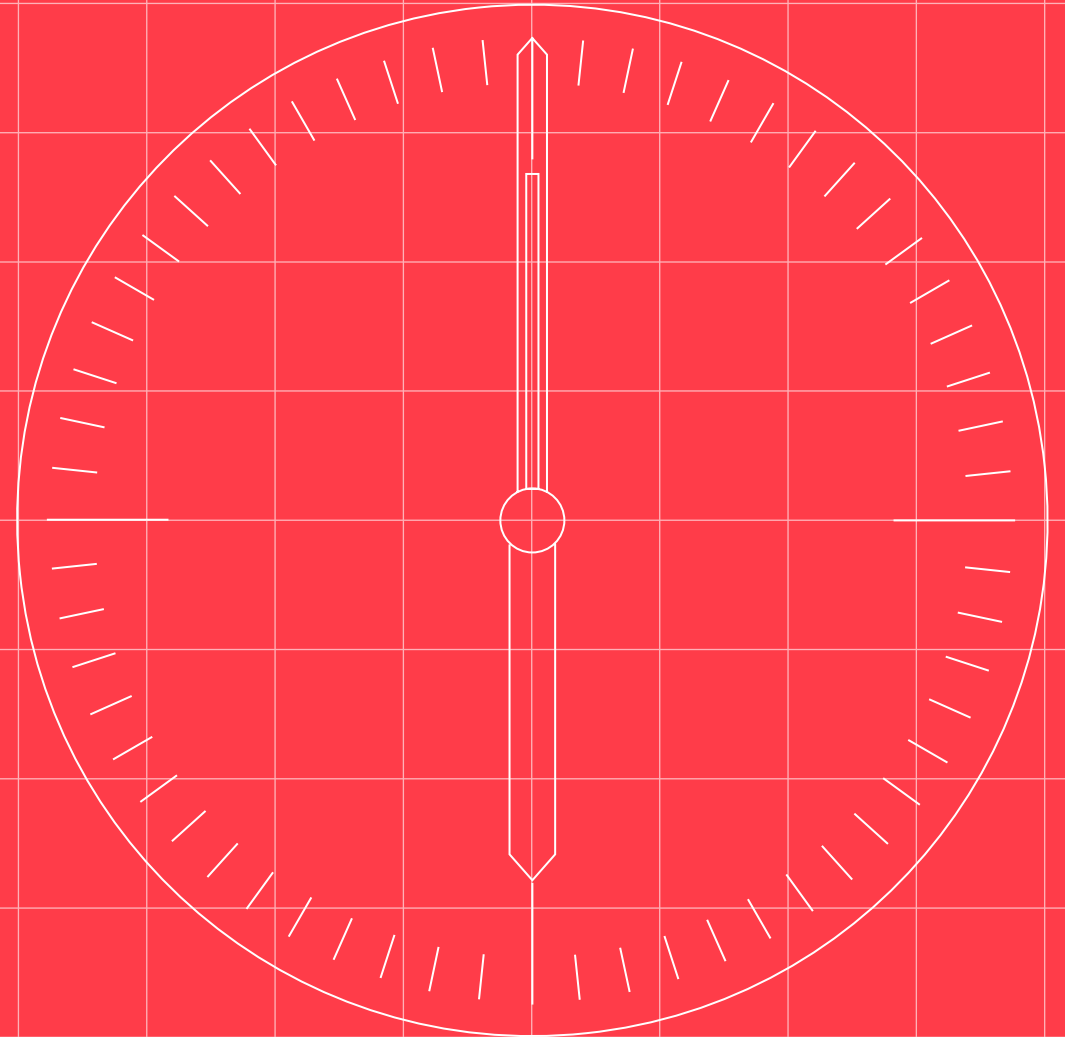
#	Item	Objective	Type	Lead	Time	Page
1	Welcome			Chair	10:00-10:05 <i>5 mins</i>	
2	Minutes and Actions	Approval of minutes of previous meeting and review of outstanding actions	Decision	Chair & Secretariat	10:05-10:15 <i>10 mins</i>	3
3	Governance Groups Updates	Updates from MHHS Programme governance groups	Information	Programme (PMO)	10:15-10:20 <i>5 mins</i>	5
4	Horizon Scanning Log	Review code changes relevant to the MHHS Programme and identify any actions required to minimise risks/impacts	Discussion	Programme (Matthew McKeon)	10:20-10:30 <i>10 mins</i>	7
5	Code Drafting Planning	Review latest iteration of CCAG plan to M8 and provide feedback	Discussion	Programme (Martin Cranfield)	10:30-10:55 <i>25 mins</i>	9
6	Code Drafting Resourcing Model	Discuss Programme and Code Bodies' roles/responsibilities and planned resources	Discussion	Programme (Andrew Margan)	10:55-11:10 <i>15 mins</i>	14
7	Code Drafting Principles and Approach	Review/agree updates to principles following review by DAG	Decision	Programme (Andrew Margan)	11:10-11:20 <i>10 mins</i>	19
9	Summary and Next Steps	Summarise meeting actions and next steps	Information	Chair & Secretariat	11:30-11:40 <i>10 mins</i>	21

Minutes and Actions

DECISION: Approval of minutes of previous meeting and review of outstanding actions

Chair & Secretariat

10 mins



Minutes and Actions (1 of 2)

- Approval of Minutes from CCAG meeting held [25 May 2022](#)
- Review of outstanding actions:

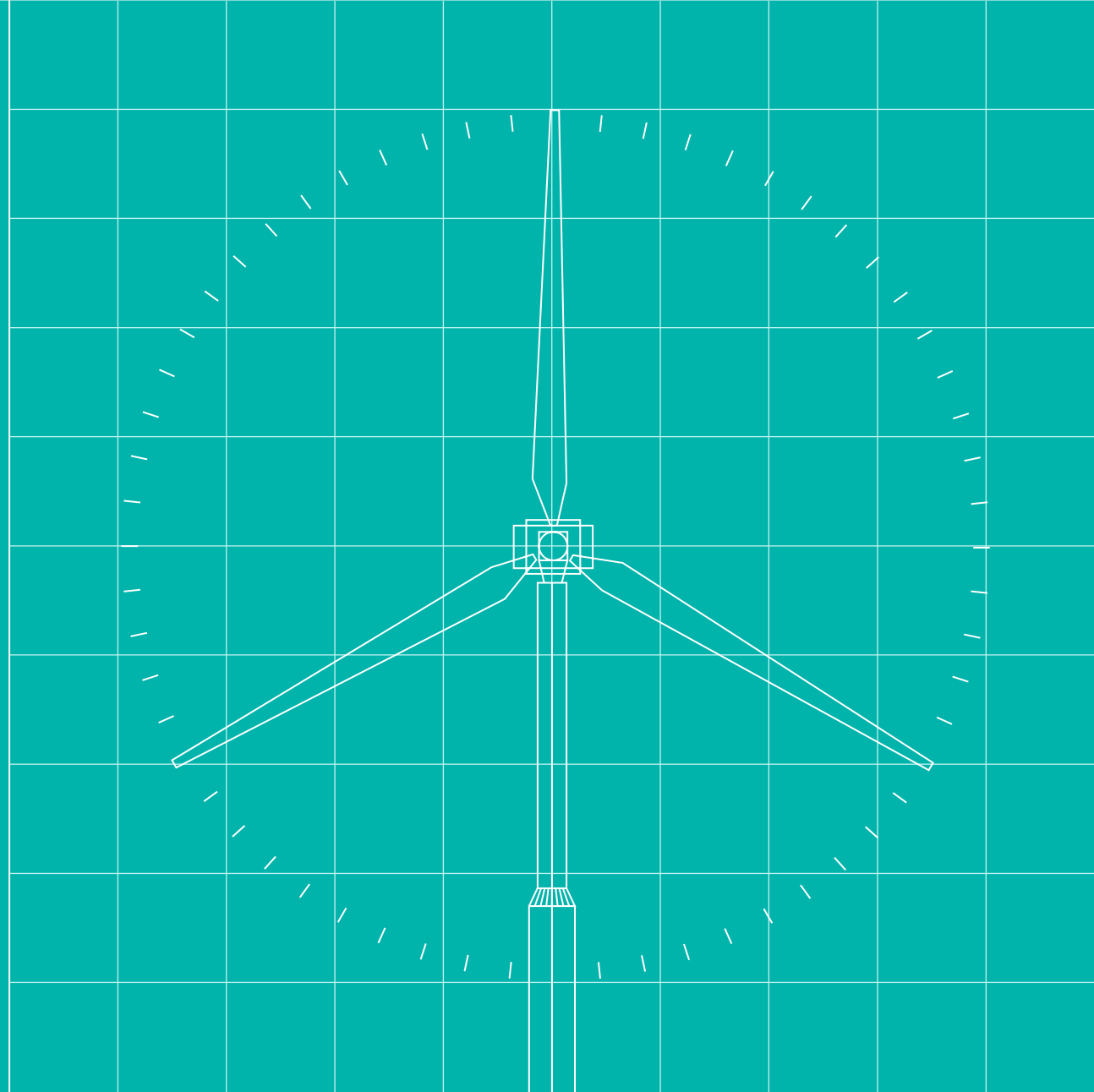
Ref	Date Raised	Action	Owner	Due Date	Update
CCAG02-07	26/01/2022	Engage with code bodies offline on how information on identified consequential changes will be shared with this group	Programme (Andrew Margan)	25/05/2022	RECOMMEND CLOSED: Code Body resource plan agreed and confirmed Code Bodies will be able to manage consequential change
CCAG04-06	23/03/2022	AM further develop view of code draft resource requirement and return to next meeting with information for discussion	Programme (Andrew Margan)	25/05/2022	RECOMMEND CLOSED: Code body resource plan agreed. To be discussed under agenda item 6.
CCAG04-07	23/03/2022	PMO to flag operational choreography document to CCAG once issued for consultation	Programme (PMO)	July/August 2022	ONGOING: To be completed once document becomes available.
CCAG05-08	27/04/2022	Present code drafting principles to DAG for information	Programme (Andrew Margan)	11/05/2022	RECOMMEND CLOSED: Draft principles issued second time to DAG for comment on 08 June 2022. Updated principles to be discussed under agenda item 7.
CCAG06-01	25/05/2022	Programme to add Ofgem consultations / changes to Horizon Scanning Log	Programme (PMO)	22/06/2022	RECOMMEND CLOSED: Horizon Scanning Log updated with new page for wider industry changes. Format and operation to be refined further as use develops.
CCAG06-02	25/05/2022	Programme to add assumption to RAID log regarding quality of code drafting is adequate for single consultation window	Programme (PMO)	22/06/2022	RECOMMEND CLOSED: New assumption submitted and accepted into central Programme RAID log (see item A064). RAID log to be made publicly available in near future.
CCAG06-03	25/05/2022	Programme to update code drafting plan based on discussions at CCAG 25 May 2022	Programme (Jason Brogden)	22/06/2022	RECOMMEND CLOSED: Plan updated. To be discussed under agenda item 5
CCAG06-04	25/05/2022	Programme to update code drafting principles to clarify responsibility and accountability for delivery of code changes	Programme (Andrew Margan)	22/06/2022	RECOMMEND CLOSED: RACI developed. To be discussed under agenda item 6.
CCAG06-05	25/05/2022	Programme to update CDWG ToR based on comments from CCAG	Programme (Andrew Margan)	22/06/2022	RECOMMEND CLOSED: ToR updated and published on MHHS website. ToR to be reviewed and finalised at first meeting of CDWG.
CCAG06-06	25/05/2022	Programme to identify an appropriate date for first CDWG meeting, and determine cycle of enduring meetings	Programme (Andrew Margan)	22/06/2022	RECOMMEND CLOSED: First meeting planned for 30 June 2022 and notices issued. Proposed enduring cycle is second Tuesday and fourth Thursday of the month.

Governance Group Updates

INFORMATION: Updates from MHHS Programme governance groups

Programme – PMO

5 mins



Programme Steering Group (PSG)

Update from PSG 08 June 2022

1. **Planning** – The Programme provided an update on the Programme re-plan and presented the Programme Interim Plan.
2. **Design risks** – The Programme design team gave an update on the progress of the Programme Design. This included the rationale behind the decision to delay release of Tranche 4 artefacts to July.
3. **CR008** – The PSG approved of CR008.
4. **Mobilisation and M3** – The PSG discussed requirements for mobilisation and made a decision to raise CR007 to impact assessment. This Change Request moves M3 to the end of September 2022.
5. **IPA** – The PSG approved the Independent Programme Assurance Framework (IPAF). The IPA provided an overview of their current activity.
6. **Programme Outcomes and KPIs** – the PSG approved the Programmes Benefits Realisation Plan subject to updates discussed in PSG.
7. **E2E Testing and Integration Strategy** – The Programme gave an overview of the purpose of the strategy, the phases and stages of testing (SIT, PIT and UIT), and participant roles in the E2E Testing and Integration Strategy.

[Link to the PSG Headline Report](#)

Design Advisory Group (DAG)

Update from DAG 08 June 2022

1. **Tranche 4 Update** – The Design Team provided an urgent update on the schedule for the drafting, review, and approval of the Tranche 4 (T4) design artefacts. Release of the T4 artefacts will be delayed to ensure quality and due to additional complexity identified in the design process as well as the very high volume of comments received in previous review tranches. A revised schedule will be release shortly, and other design activities (e.g. Tranche 3 review) will continue. DAG members were grateful for the open and transparent update.
2. **Open Design Issues Management** – The Programme provided detailed updates on the management of open design issues relating to the conditional approval of Tranche 1. This included an overview of the processes which will underpin the resolution management for outstanding comments and issues, as well as further detail on the conditional approval process, prioritisation of issues, the 'work-off' process and change control process for any issues to be resolved post-M5. DAG members provided views and the Programme took actions to update and refine the processes.
3. **Tranche 2 Approval** – DAG conditionally approved the Tranche 2 design artefacts subject to resolution of outstanding design issues. Further detail is available in the [DAG Minutes and Actions](#).

[Link to the DAG Headline Report.](#)

Testing and Migration Advisory Group (TMAG)

Agenda items for TMAG 15 June 2022

1. **Data Quality** – The TMAG will hear outputs from the Data Working Group (DWG) and discuss feedback from TMAG members on several questions related to data quality.
2. **Migration Working Group (MWG) update** – The TMAG will hear outputs and agreements from the MWG
3. **Qualification Working Group mobilization** – The TMAG will discuss mobilization of the new working group in August
4. **Working group plan** – The TMAG will confirm if current structure and number of working groups is sustainable

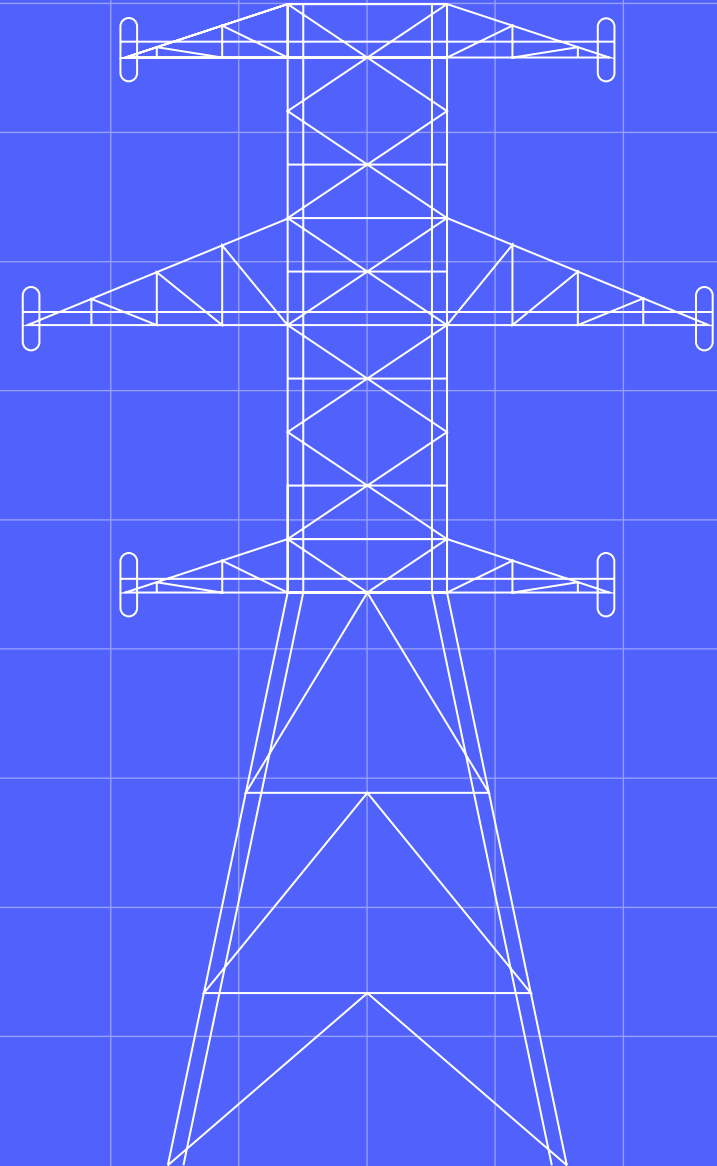
The meeting papers will be published [here](#)

Horizon Scanning

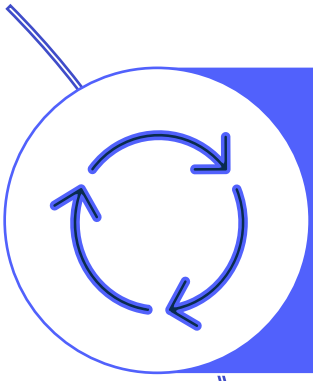
DISCUSSION: Review code changes relevant to the MHHS Programme and identify any actions required to minimise risks/impacts

Programme – Matthew McKeon

10 mins



Horizon Scanning Log



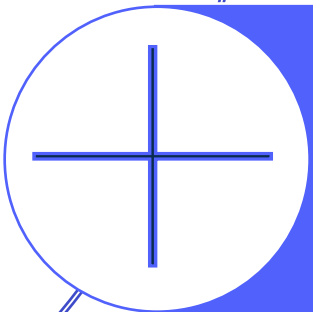
Process and Review

- Code Bodies update throughout month
- Programme Design Team triages any impacts
- CCAG review actions and discuss by exception



Key Monthly Questions:

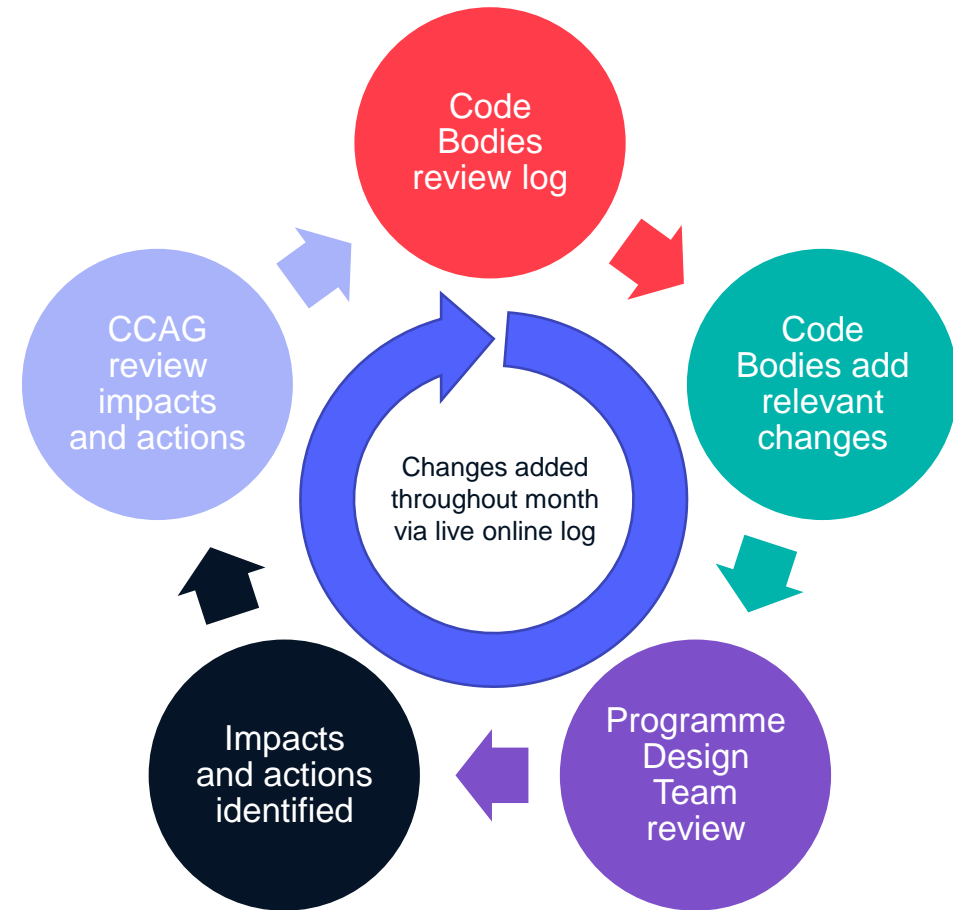
- Have log been updates / Is log complete?
- Have all MHHS impacts been identified?
- Are risks sufficiently managed/mitigated?



New Changes:

- REC R0044 – Present in CMR not in Horizon Scanning
- SEC DP206 – Not present in CMR or Horizon Scanning

HS Log Process



Live log available on the [MHHS Portal](#) – please contact PMO@mhhsprogramme.co.uk if you require access

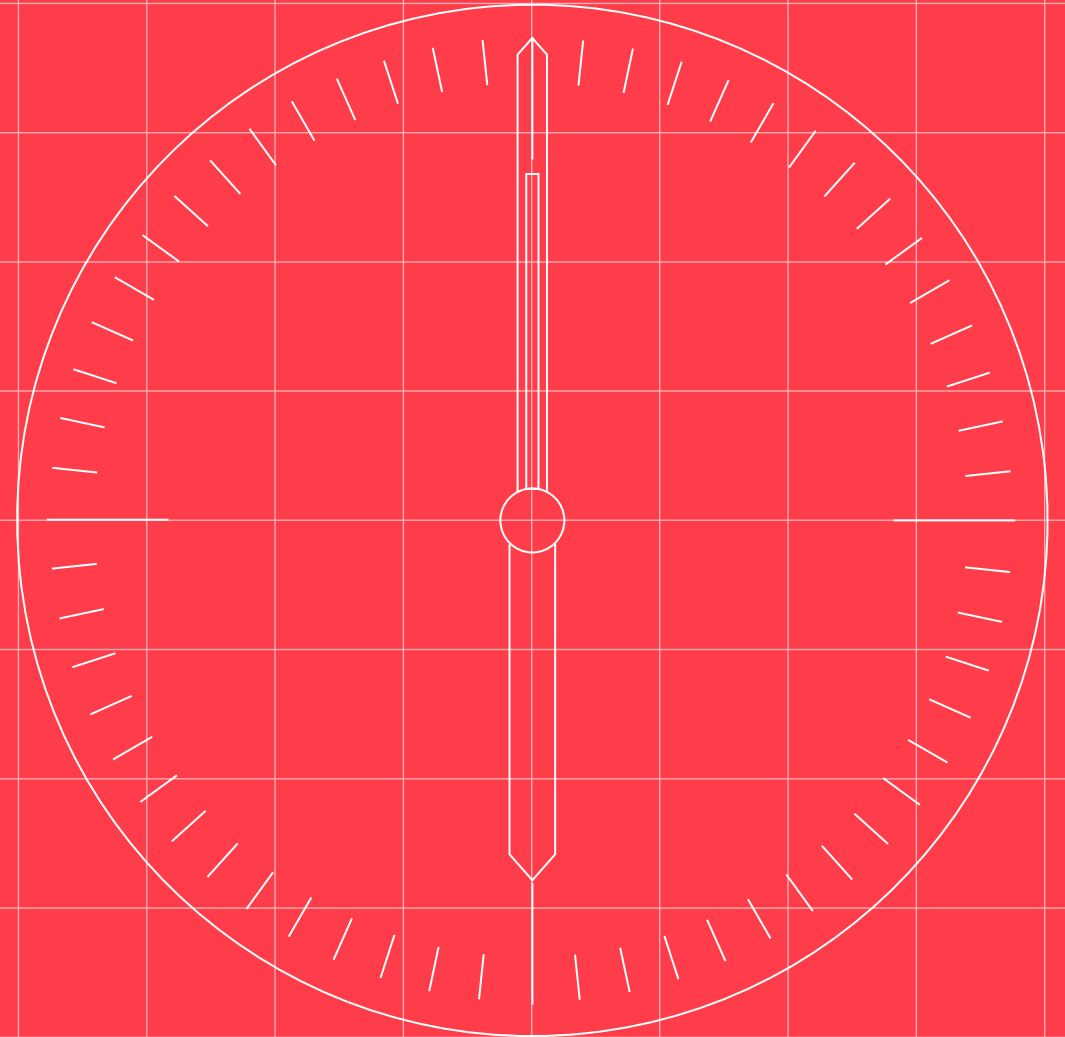
Direct link: [MHHS-DEL387 CCAG Code Change Horizon Scanning Log v1.0](#)

Code Drafting Planning

DISCUSSION: Discuss planning inputs, including CCAG input on post M5 replan, code draft review process, detailed code drafting plan, and code release strategy

Programme – Martin Cranfield (PMO)

25 mins



Objectives:

1. Present the version of the CCAG plan to M8, developed iteratively by the CCAG, code bodies and MHHSP
2. Hear feedback from CCAG members on the content of the plan

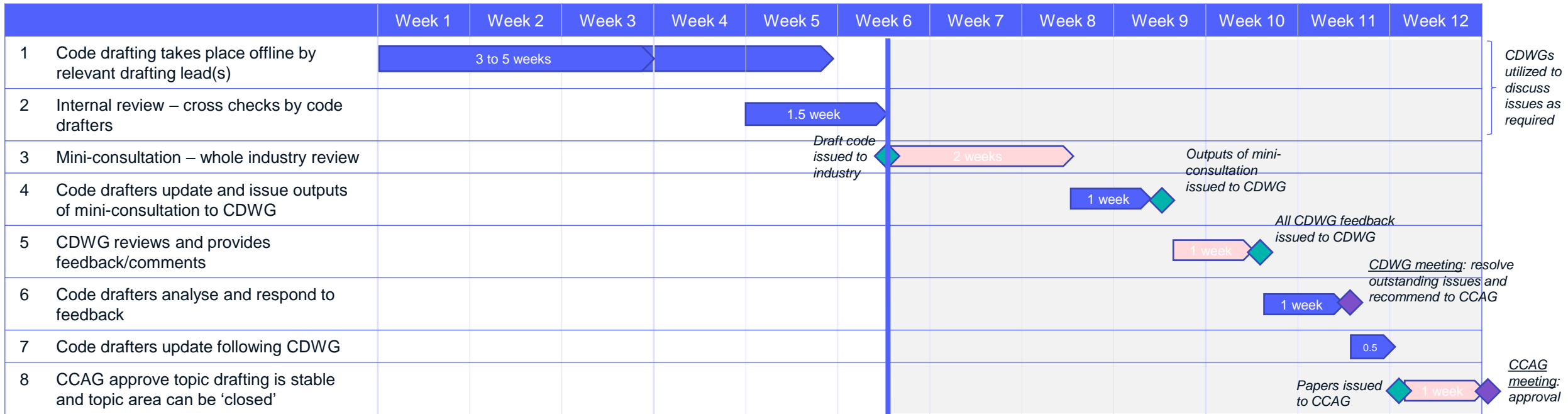
The ask for CCAG members:

Please review the CCAG plan in detail and provide feedback ahead of the CCAG meeting. For example:

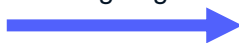
- Can the topic areas run in parallel as presented?
- Are there any activities missing from the plan?
- Can you resource against the timelines in the plan?


Code drafting steps and review cycles


Topic area drafting and review process



Next topic area drafting begins



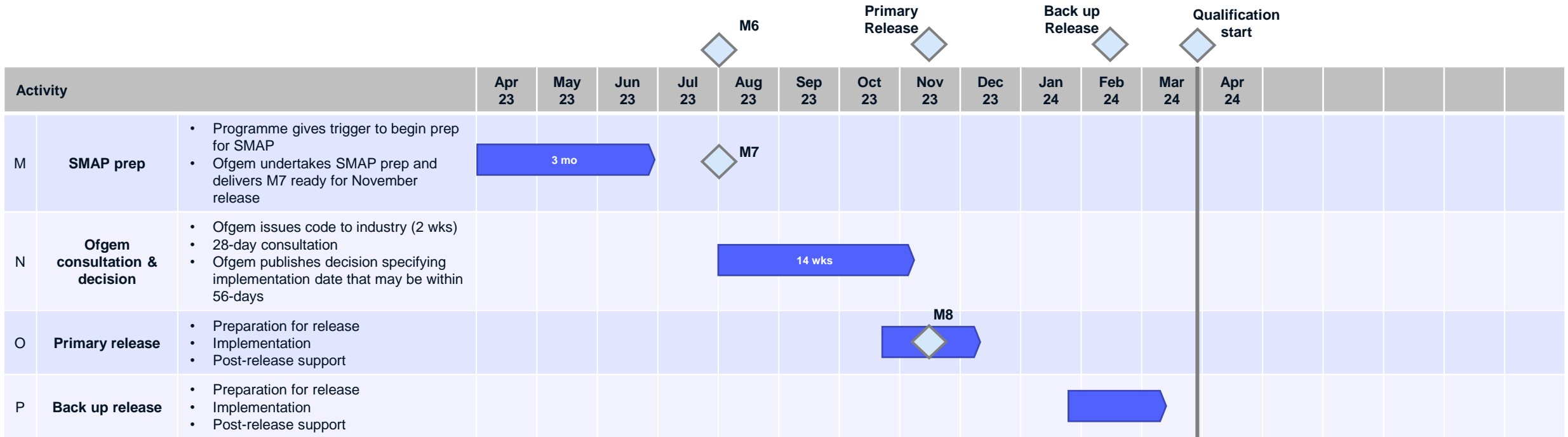
 Content in review (resource is available)

 Content in draft (resource is not available)

Code draft plan to M6



Release plan for M7 and M8



Questions:

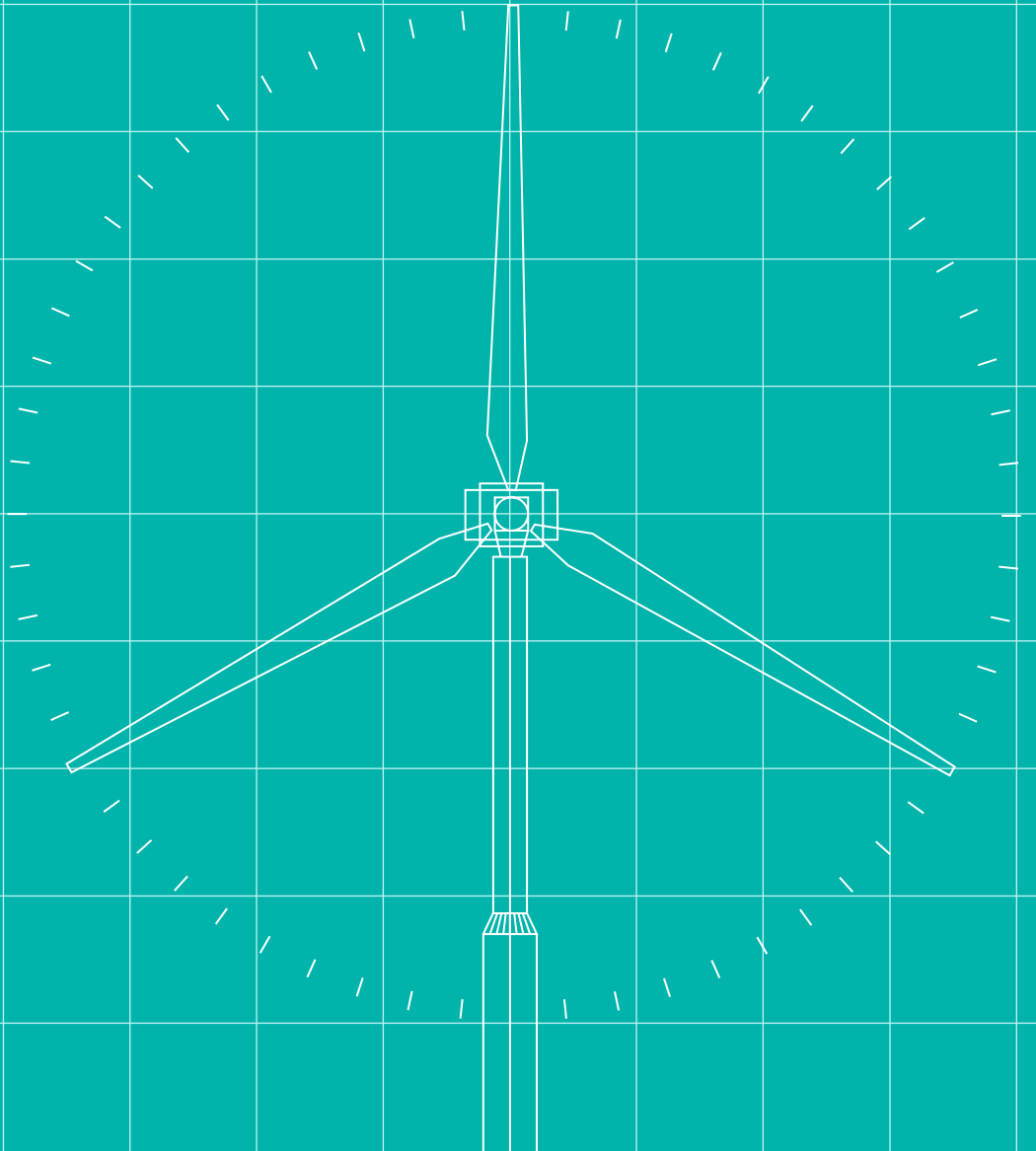
- Is 14 weeks enough for Ofgem consultation and decision?
- Do you agree with this timeline and process?

Code Drafting Resourcing Model

DISCUSSION: Discuss Programme and Code Bodies' roles/responsibilities and planned resources

Programme – Andrew Margan

15 mins



MHHS Design Dashboard

Below is the Design Dashboard as of 08 June 2022. The dashboard details the number of design artefacts in each review tranche by topic area. It provides a high-level view of the number of design artefacts associated with each topic area.

For CCAG members, it provides an indication of the minimum number of artefacts which will require review in relation to the development of code drafting. In this regard, it provides information that may assist resource planning. Code Bodies are invited to consider whether they have sufficient resource allocated for code drafting activities.

Tranche	Sub-Group	Artefacts
1	Registration	14
	Metering & Data Services	6
	Elexon Central Services	4
	DIP Technical Documents	2
2	Registration	4
	Metering & Data Services	1
	Elexon Central Services	12
3	Registration	0
	Metering & Data Services	3
	Elexon Central Services	6
	Global	0
	Technical Architecture	1

Tranche	MHHS Service	Artefacts
4	Registration	34
	Metering & Data Services	6
	Elexon Central Services	4
	Networks	1
	Supplier	1
	Global	3
TBC	Technical Architecture	5
	Registration	2
	Metering & Data Services	1
	Elexon Central Systems	1
	Consumption Adjustment/Settlement Disputes	2
	Network	1

NOTE: A detailed breakdown of the status of each design artefact can be found in the [Design Artefact Tracker](#)

Code Drafting RACI Matrix

Code Drafting RACI	Project lead ship (SRO/CPT)	Project Team (PMO)	Code Bodies (MHSP, BSC, REC, DCUSA, CUSC, SEC)	Ofgem	CCAG Members	Programme Participants/ CDWG
Central activities						
Strategy	R/A			I	C	I
Planning	A	R		I	C	I
Resource Management	R/A		R	I	C	I
Plan Management	A	R	C	I	C	I
Meeting Management	A	R		I	C	I
Code Drafting Process						
Code Drafting	A	I	R		I	
Drafting QA	A	I	R			
Consultation	A	R	C		I	C
Query Management	A	R	R		I	I
Query Resolution	A		R		I	I
CDWG Review	A	R	R		I	R
Final Drafts	R/A	C	R	I	I	I
Governance						
CCAG Updates/Escalations	A	R	R		C	I
SRO CCAG Recommendation	A/R	I	C	I	C	I
Approval and Release						
SMAP	C	I	C	R/A	I	I
Consultation	C	I	C	R/A	I	C
Designation	I	I	I	R/A	I	I

Detailed code drafting RACI matrix next slide

Programme and code body detailed code drafting RACI Matrix

Detailed Code Drafting RACI	Project lead ship (SRO/CPT)	Project Team (PMO)	MHSP (Design)	BSC (Code Management)	REC (Code Management)	Helix (Central Systems)	DCUSA (Code Admin)	CUSC (Code Admin)	SEC (Code Admin)
Code Drafting									
Data Services	A	I	R	C	C	C	C*	C*	C*
Metering Services	A	I	C	I	R	I	C*	C*	C*
BSC Central Services	A	I	C	C	I	R	C*	C*	C*
Interfaces	A	I	R	I	R	R	C*	C*	C*
Registration	A	I	R	C	C	C	C*	C*	C*
Governance	A	I	R	C	R	C	C*	C*	C*
Qualification	C	I	C	C	I	R/A	C*	C*	C*
Transition Text	A	I	R	C	R	C	C*	C*	C*
Performance Assurance	C	I	C	C	R	R/A	I	I	I
Cross Check/Mop up	A	I	R	C	R	C	R	R	R

Code Drafting Resourcing – Code Planned Resources

Overview of Programme and REC code drafting resources

Drafting sequence	1	2	3	4	5	6	7	8	9	10	11	12
Topic	Planning	Data Services	Metering Services	Registration	BSC Central Services	Interface	Governance	Consequential Changes	Consistency Check	Qualification	Transiton text	Finalise code
Lead Code	PMO	BSC	REC	Both	BSC	Both	Both	Both	All	Both	All	
BSC/MHHSP		Primary		Both	Primary	Both	Both	Both	BSC	Both	BSC	Both
Resource required		2 FTE		2 FTE	2 FTE	2 FTE	2 FTE	2 FTE	2 FTE	2 FTE	2 FTE	2 FTE
Time required		15 WD		15 WD	15 WD	8 WD	8 WD	15WD	15 WD	8 WD	15 WD	15 WD
Resource available		2 FTE		2 FTE	2 FTE	2 FTE	2 FTE	2 FTE	2 FTE	2 FTE	2 FTE	2 FTE
Time available		15 WD		15 WD	15 WD	15 WD	15 WD	15 WD	15 WD	15 WD	15 WD	15 WD
Gap												
REC			Primary	Both		Both	Both	Both	Both	Both	Both	Both
Resource required			2 FTE	2 FTE		2 FTE	2 FTE	2 FTE	2 FTE	2 FTE	2 FTE	2 FTE
Time required			25 WD*	25 WD*		15 WD	15 WD	15 WD	15 WD	8 WD	15 WD	15 WD
Resource available			2 FTE	2 FTE		2 FTE	2 FTE	2 FTE	2 FTE	2 FTE	2 FTE	2 FTE
Time available			25 WD*	25 WD*		15 WD	15 WD	15 WD	15 WD	15 WD	15 WD	15 WD
Gap												
SEC**												
Resource required		1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE
Time required		1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD
Resource available		1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE
Time available		1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD
Gap												
DCUSA**												
Resource required		1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE
Time required		1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD
Resource available		1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE
Time available		1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD
Gap												
CUSC**												
Resource required		1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE
Time required		1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD
Resource available		1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE
Time available		1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD
Gap												
Grid**												
Resource required		1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE
Time required		1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD
Resource available		1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE
Time available		1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD	1 WD
Gap												

- REC/BSC updates complete
- Plan shows resource required for each topic area
- Code Drafting Plan will rely on this resource view

* Resource will be allocated to the Metering Service early while Data Service drafting is in progress

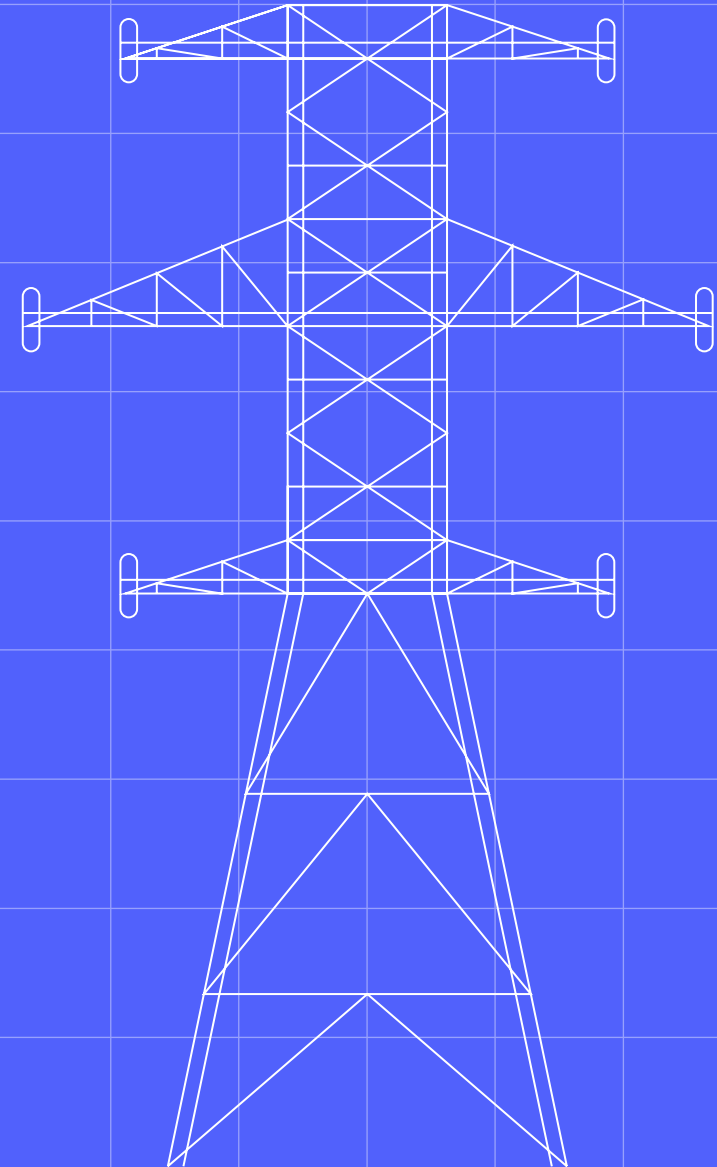
** Although changes are likely to be less than 1 working day, this value is maintained to ensure there is contingency within the resource allocation

Code Drafting Principles and Approach

DECISION: Review/agree updates to principles following comments at previous CCAG and review by DAG

Programme – Andrew Margan

10 mins



Code drafting principles and approach

- Principles and approach updated following comments from DAG on 08 June 2022
- Updates include: clarifications of terminology; clarifications of post M5 change control; clarifications on operation of L4 working group

Principles

1. Code drafting will take a **lean approach** - new wording and content changes will be minimised, and any changes simple and direct. Code drafting will be clear, unambiguous and complete in order to negate/reduce the need for associated supporting documents.
2. Code drafting will **reflect the content of the design (i.e. the MHHS Target Operating Model (TOM))** 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 dovetail into their work; e.g. REC/MHHSP will drive code draft activity and DCUSA presents their consequential changes at the same time. Similarly, codes will undertake their drafting under each topic area at the same time.
6. **Code drafting artefacts will be held centrally**, and available on the MHHS Portal
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 ownership of code drafting and review cycles by topic area will be delegated to the L4 Working Group by the CCAG 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 Smart Meter Act Powers.**
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
13. **Initial qualification** will be undertaken against the design not code drafting
14. Requirements for, or impacts on, transitional text, consequential change, performance assurance, qualification, migration, and terminology consistency, **impacts on previous drafting topics or snags for upcoming drafting topics** will be considered through the development of code legal text

Approach

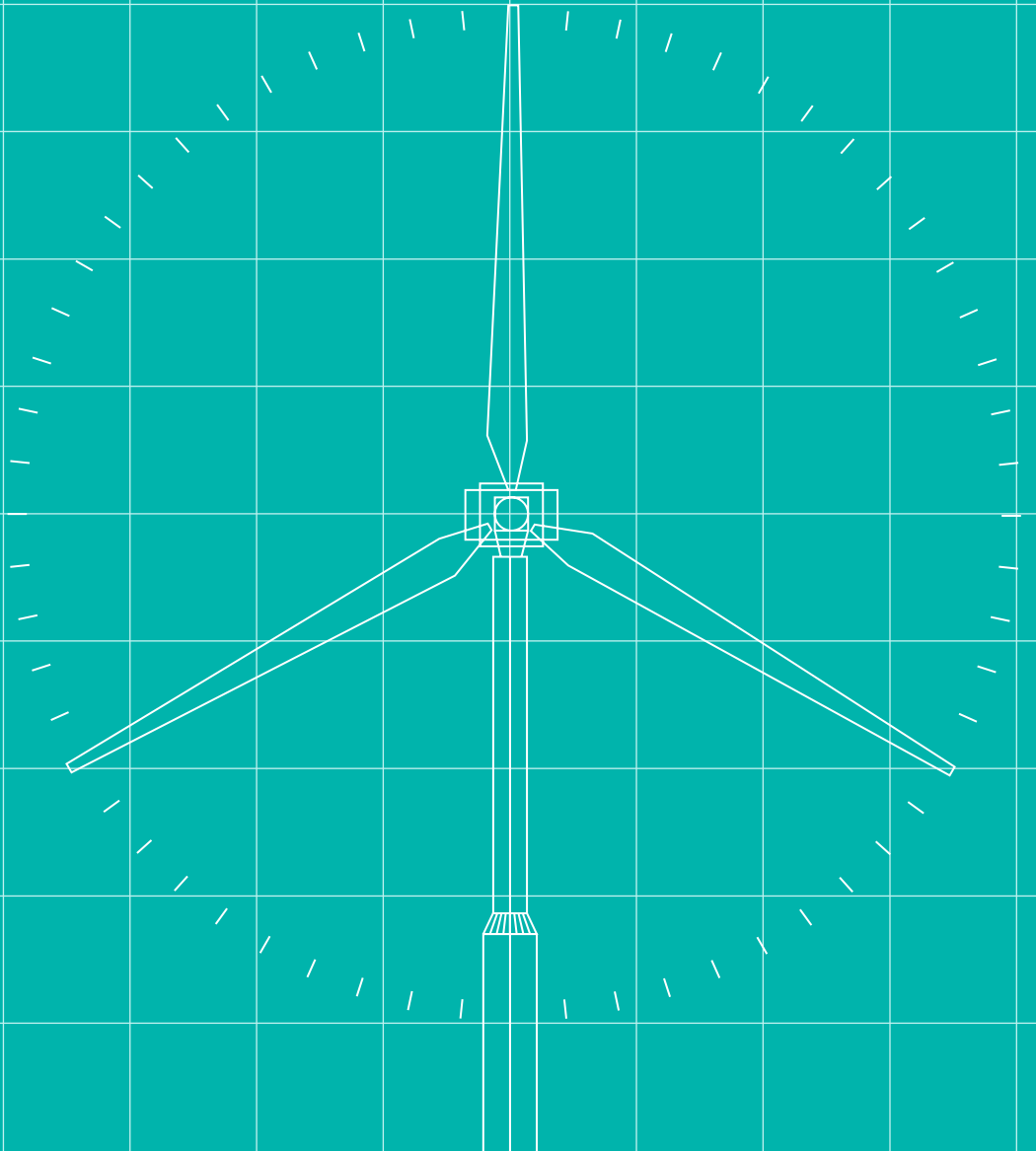
1. **Topic areas to be drafted in order by largest first** (to be validated by BSC and REC matrix planning activity and with final outputs of the design). **Time required to draft for each topic area will flex** depending on the volume of drafting required. The topic areas will be: 1) Data Services, 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. Code Bodies will lead the consistency check, with support from other code bodies, the Programme and Helix
3. **Any changes to the design** post M5 will require a Programme Change Request and supporting evidence
4. **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-~~
5. **Some code draft can be 'warm started'**. This includes transitional text (as each topic area completes) and consequential changes for non-REC/BSC (see Principle 14).
6. Draft text will require internal **reviews** before being sent to mini-consultation
7. The Programme will **centrally manage consultations and submission of code changes to Ofgem**, collating code documentation where necessary
8. **Enduring design artefact management** post-programme completion will be provided via a design document repository accessible to all

Summary and Next Steps

INFORMATION: Summarise meeting actions and next steps

Chair & Secretariat

10 mins



Next steps

- Secretariat confirm actions and decisions from meeting
- CCAG Agenda Roadmap – CCAG dates and planned agendas:

Meeting dates	22-Jun	26-Jul	24-Aug	28-Sep	26-Oct
Relevant milestone or activities		M5	CCAG code draft plan begin		
Agenda items	<ul style="list-style-type: none"> *Re-plan inputs including the approach to transition text, consequential changes, and the qualification code draft topic area *Update resource models *Code drafting principles approval for DAG review *L4 Workgroup set-up 	<ul style="list-style-type: none"> *Operational Choreography document *Finalise resource models *Code drafting approach to referencing the design/iServer *L4 Workgroup updates/decisions *Design acceptance/success criteria *Code drafting plan finalised *Code Drafting Preparation Checklist *CCAG Status Report draft *Design issue & Change Request process map 	<ul style="list-style-type: none"> *M6: Code drafting commences (subject to M5) *L4 Workgroup updates/decisions *Post-M5 Replanning Activity (CCAG consultation inputs) *Code drafting planning as per code draft plan *Code Drafting Preparation Checklist 	<ul style="list-style-type: none"> *L4 Workgroup updates/decisions *Post-M5 Replanning Activity (CCAG consultation inputs) *Code drafting as per code draft plan (to be updated once plan is finalised) 	<ul style="list-style-type: none"> *L4 Workgroup updates/decisions *Post-M5 Replanning Activity (CCAG consultation inputs) *Code drafting as per code draft plan (to be updated once plan is finalised)
Standing items	<ul style="list-style-type: none"> *Minutes & actions *Agenda roadmap *Horizon scanning log *Governance group updates 	<ul style="list-style-type: none"> *Minutes & actions *Agenda roadmap *Horizon scanning log *Governance group updates 	<ul style="list-style-type: none"> *Minutes & actions *Agenda roadmap *Horizon scanning log *Governance group updates *Plan and WG status report 	<ul style="list-style-type: none"> *Minutes & actions *Agenda roadmap *Horizon scanning log *Governance group updates *Plan and WG status report 	<ul style="list-style-type: none"> *Minutes & actions *Agenda roadmap *Horizon scanning log *Governance group updates *Plan and WG status report