Design Advisory Group #13
28 July 2022

Version 1.0

MHHS-DEL525

Agenda

#	Item	Objective	Type	Lead	Time	Page
1	**Welcome**			Chair	09:30-09:35 _5 mins_	1
2	**Minutes and Actions**	Approval of minutes and review of outstanding actions	Decision	Chair & Secretariat	09:35-10:05 _30 mins_	3
3	**Review of RAID**	Review of design related RAID items, and agreement of risks, mitigations, etc.	Discussion	Chair & Programme (Ian Smith)	10:05-11:05 _60 mins_	6
4	**Level Playing Field Design Principle**	Update from SEC Change Board, review of outstanding actions, and consideration of next steps	Discussion	Chair & Programme (Ian Smith)	11:05-11:50 _45 mins_	8
	Break 10 mins					
5	**MHHS Design Status Update**	Update on design issues, dependencies, and dissensus	Information	Programme (Claire Silk)	12:00-12:30 _30 mins_	10
6	**Target Stakeholder Outcomes and Baseline Success Criteria**	Updates on Target Stakeholder Outcomes and Baseline Success Criteria	Information	Programme (Claire Silk)	12:30-12:40 _10 mins_	12
7	**M5 Schedule: Phase 2 Updates**	Provide overview of support for participants including design playback sessions, programme collaboration base, and participant experience workstream	Information	Programme (Claire Silk & Peter Edwarde)	12:40-13:10 _30 mins_	16
8	**Design Decisions**	Receive any escalations from Business Processes and Requirements Working Group (BPRWG) meeting 27 July 2022	Decision	Programme (Claire Silk)	13:10-13:20 _10 mins_	22
9	**Design Assurance Updates**	Receive updates from MHHS Design Assurance Team	Information	Programme (Simon Harrison)	13:20-13:30 _10 mins_	23
9	**Summary and Actions**	Summarise actions and plan agenda for next meeting.	Information	Chair & Secretariat	13:30-13:40 _10 mins_	24

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Minutes and Actions

DECISION: Approval of minutes and review of actions

Chair & Secretariat

30 mins

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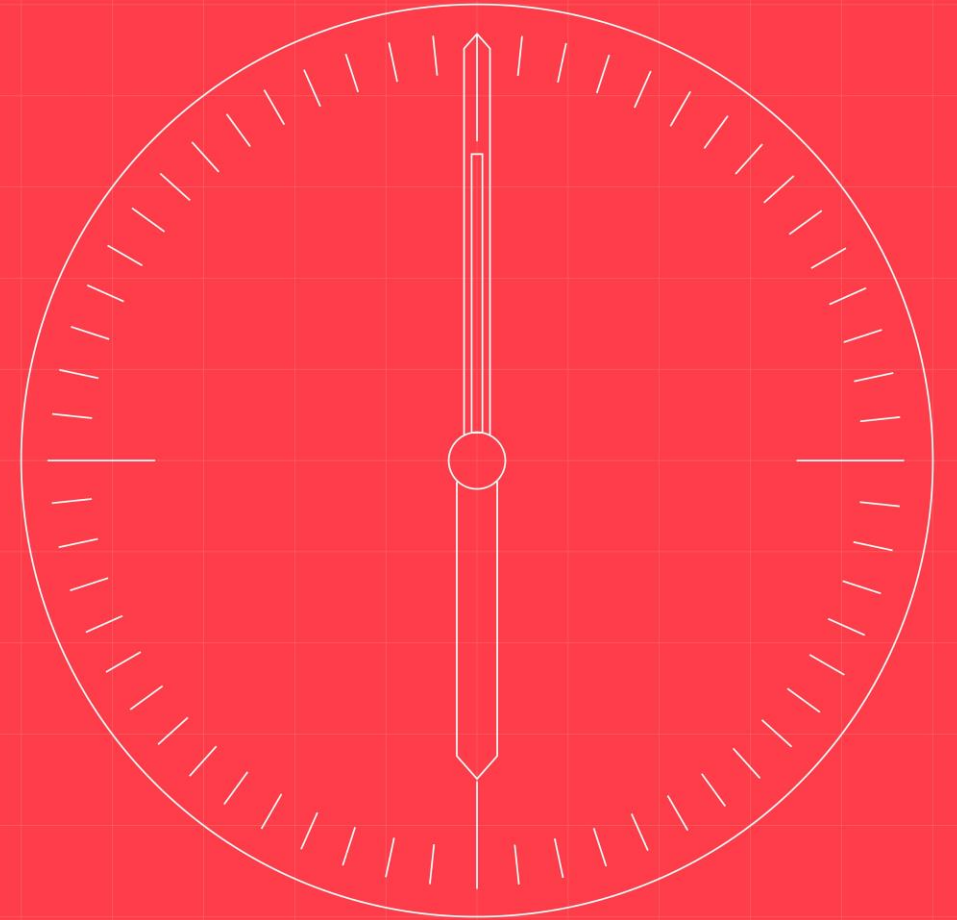
Minutes and Actions Review (1 of 3)

- No minutes for approval

- In-depth review of outstanding actions:

Ref	Date	Action	Owner	Due Date	Update
DAG06-01	09/03/2022	Review alignment between related MPAN modifications and design subgroup	Programme (Ian Smith)	27/04/2022	ONGOING - Programme (Design Workstream) have reviewed internally. Subgroup meeting may be required in conjunction with other external actions. Some potential bearing on DCUSA. Consider subgroup for w/c 25 July 2022.
DAG09-05	11/05/2022	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	ONGOING: Status and next steps clarified for outstanding issues. Continued issue resolution actions, detailed in Design Artefact Tracker. Retain action for visibility and note now encompasses Tranche 2 and 3 issues also.
DAG09-12	11/05/2022	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	ONGOING: See above. Action largely subsumed by issues resolution process. Retain action for visibility and note now encompasses Tranche 2 and 3 issues also.
DAG10-06	08/06/2022	Update the Target Stakeholder Outcomes and Baseline Success Criteria based on suggestions of DAG members	Programme (Warren Fulton)	06/07/2022	ONGOING: Updates to be submitted to DAG 28 July 2022.
DAG10-07	08/06/2022	Update the Conditional Approval Process and Work Off Oversight Process and present updates at the next DAG meeting	Programme (Warren Fulton)	06/07/2022	ONGOING: M5 Schedule Phase 2 approval now includes step where changes agreed via relevant mechanism (e.g. working group) prior to implementation. Further updates to be submitted to DAG 28 July 2022.
DAG10-08	08/06/2022	Update the MHHS Design Baseline Dashboard to show more detail (e.g. next steps and timings)	Programme (Ian Smith)	06/07/2022	ONGOING: Dashboard to be updated and presented at DAG 28 July 2022.
DAG10.1-01	21/06/2022	Discuss transition timetable and go/no-go decision with MH	Programme (Ian Smith)	06/07/2022	RECOMMEND CLOSED: Discussion held.
DAG10.1-02	21/06/2022	Clarify to JB the optimal communication routes and contact addresses/points of escalation within the Programme	Programme (Claire Silk)	28/06/2022	RECOMMEND CLOSED: Update to be provided in agenda item 6 *M5 Schedule: Phase 2 Updates*. Further detailed updates to be provided at DAG 28 July 2022.
DAG10.1-03	21/06/2022	Communicate current thinking around transition plan to DAG members	Programme (Ian Smith)	10/08/2022	ONGOING: Subject to programme decisions.
DAG10.1-06	21/06/2022	Provide any feedback on central Programme RAID prior to next DAG meeting	DAG Members	06/07/2022	RECOMMEND CLOSED: Subject to updates provided by DAG members.

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Minutes and Actions Review (2 of 3)

| Ref	Date	Action	Owner	Due Date	Update
DAG10.1-08	21/06/2022	Provide update on Retail Energy Code Change Proposal R0044 progress	REC Representative (Sarah Jones)	06/07/2022	RECOMMEND CLOSED: Detailed update provided. To be discussed under agenda item 3 *Level Playing Field Design Principle*.
DAG11-01	06/07/2022	Provide draft plan on transition requirements at next DAG meeting	Programme (Ian Smith)	28/07/2022	ONGOING: Updates to be submitted to DAG 28 July 2022.
DAG11-02	06/07/2022	Discuss with TMAG Chair St Clements participation at TMAG	Chair	21/07/2022	RECOMMEND CLOSED: Update to be provided in meeting.
DAG11-03	06/07/2022	Provide assurance findings on T3 to upcoming DAG	Programme (Simon Harrison)	21/07/2022	RECOMMEND CLOSED: Update to be provided in meeting.
DAG11-04	06/07/2022	Produce strawman on options and dimensions for MHHS proposals regarding differential read window as defined under Smart Energy Code Modification Proposal 162 solution. Consult with DAG members to garner input on options/dimensions/materiality.	Programme (Ian Smith)	21/07/2022	RECOMMEND CLOSED: Options issued for comment by DAG members. Responses to be discussed under agenda item 3 *Level Playing Field Design Principle*.
DAG11-05	06/07/2022	Clarify DAG decision making authority regarding MHHS Design and SEC MP162 solution (related to ACTION DAG11-04)	Chair	21/07/2022	RECOMMEND CLOSED: Update to be provided in meeting.
DAG11-06	06/07/2022	Clarify with CCAG Chair and SRO how design drives code changes and how existing MHHS related code changes are managed	Chair	21/07/2022	RECOMMEND CLOSED: Update to be provided in meeting.
DAG11-07	06/07/2022	DAG members to provide any comments on agenda items 6, 7, 9, 11, 12, and 13 within the meeting papers of the DAG held 06 July 2022 by close of business 15 July 2022	DAG Members	15/07/2022	RECOMMEND CLOSED: Subject to updates provided by DAG members.
DAG11-08	06/07/2022	Ensure Programme risk relating to 162 covers any governance implications for MHHS and Codes	Programme (PMO)	21/07/2022	RECOMMEND CLOSED: Discussed with Programme RAID manager. Several elements in central Programme RAID log relate to SEC MP162. Updates to be made to ensure governance implications are included.
DAG12-01	21/07/2022	Provide material updates on any ongoing actions at next meeting	Programme (PMO)	28/07/2022	NEW ACTION
DAG12-02	21/07/2022	DCC to share docs where 6am read response time working practice is contained.	DCC Representative (Stuart Scott)	25/07/2022	NEW ACTION

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Minutes and Actions Review (3 of 3)

Ref	Date	Action	Owner	Due Date	Update
DAG12-03	21/07/2022	Arrange a joint working group with SEC parties, DAG, and Programme to discuss SEC MP162, and seek to identify solution which delivers requirements of the MHHS TOM and adhering to the level playing field design principle, taking into account requirements, costs/impacts, and implementation date	Chair	26/07/2022	NEW ACTION
DAG12-04	21/07/2022	Seek guidance from SRO on Programme position on SEC MP 162	Chair	25/07/2022	NEW ACTION
DAG12-05	21/07/2022	Discuss with DCC high level impacts of SEC MP162 options and seek further understanding of potential flexibility in decision date and implementation	Programme	26/07/2022	NEW ACTION
DAG12-06	21/07/2022	Consider impacts / implications of each of the proposed options for SEC MP162 in preparation for meet joint working group (see ACTION DAG12-03)	DAG members	26/07/2022	NEW ACTION

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Review of RAID

DECISION: Review of design related RAID items, and agreement of risks, mitigations, etc.

Chair & Programme (Ian Smith)

60 mins

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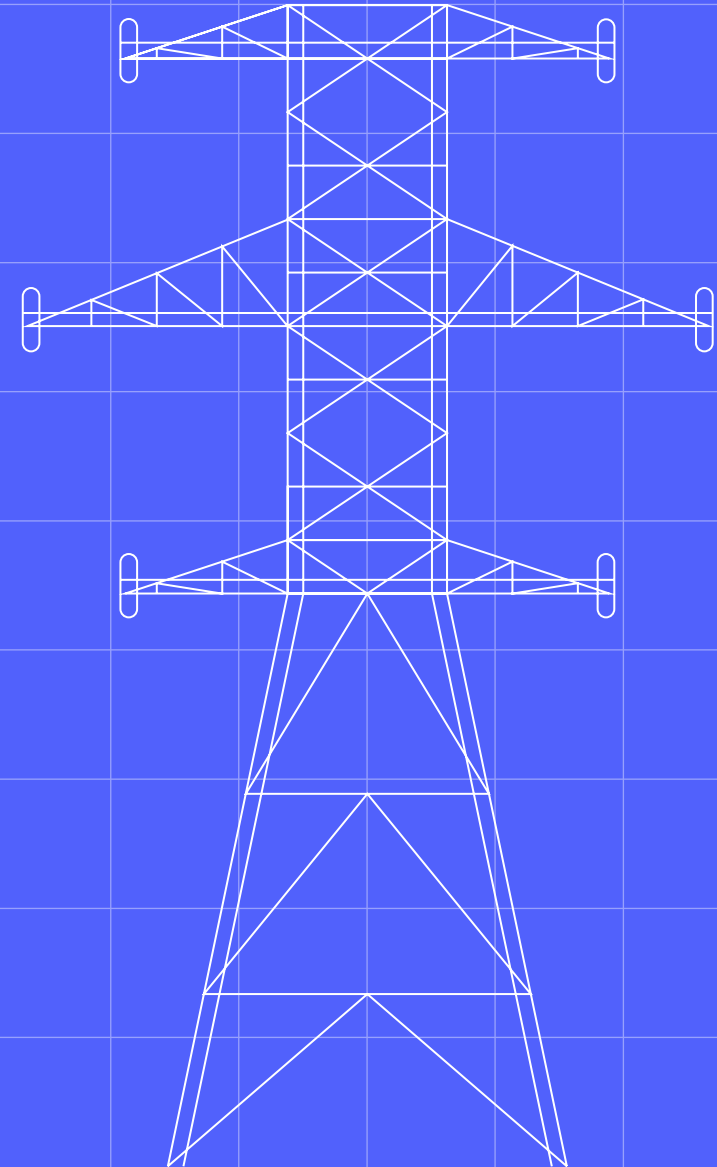
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Objective: Agree design risk classifications, mitigations, etc. and consider any missing risks

Structure:

- DAG members to provide views prior to meeting of any design risks for discussion

- Review of design-specific risks contained in the [Design Artefact Tracker](see 'Design Risk Log' tab)

Additional:

- Programme-level risks are recorded within the central RAID log (see Attachment 3 of DAG 06 July 2022 meeting papers)

- Several Programme risks are pertinent to design or reflect wider matters discussed by DAG – members are asked to provide views prior to the meeting of any central RAID elements for discussion

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Level Playing Field Design Principle

DISCUSSION: Update from SEC Change Board, review of outstanding actions, and consideration of next steps

Chair & Programme (Ian Smith)

45 mins

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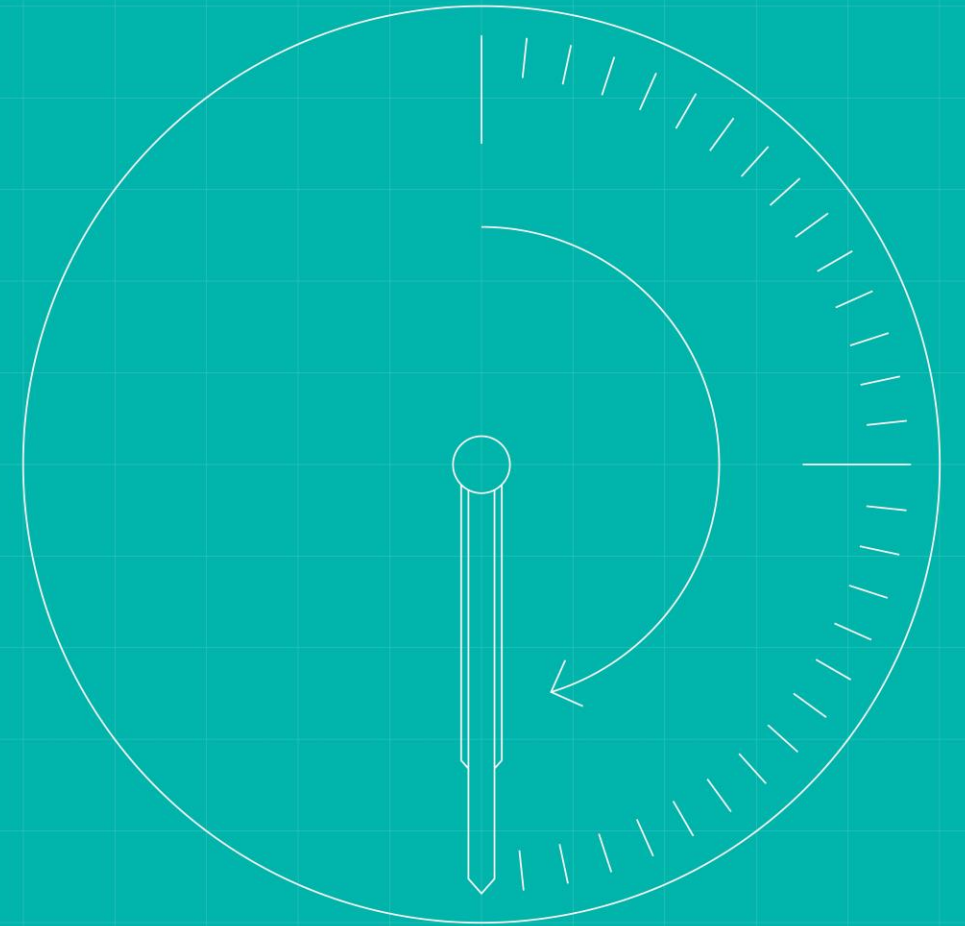
DAG updates:

- Updates from SEC Change Board

- Update from DCC discussion

- Updates on other actions

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MHHS Design Status Update

INFORMATION: Update on design issues, dependencies, and dissensus

Programme – Claire Silk

30 mins

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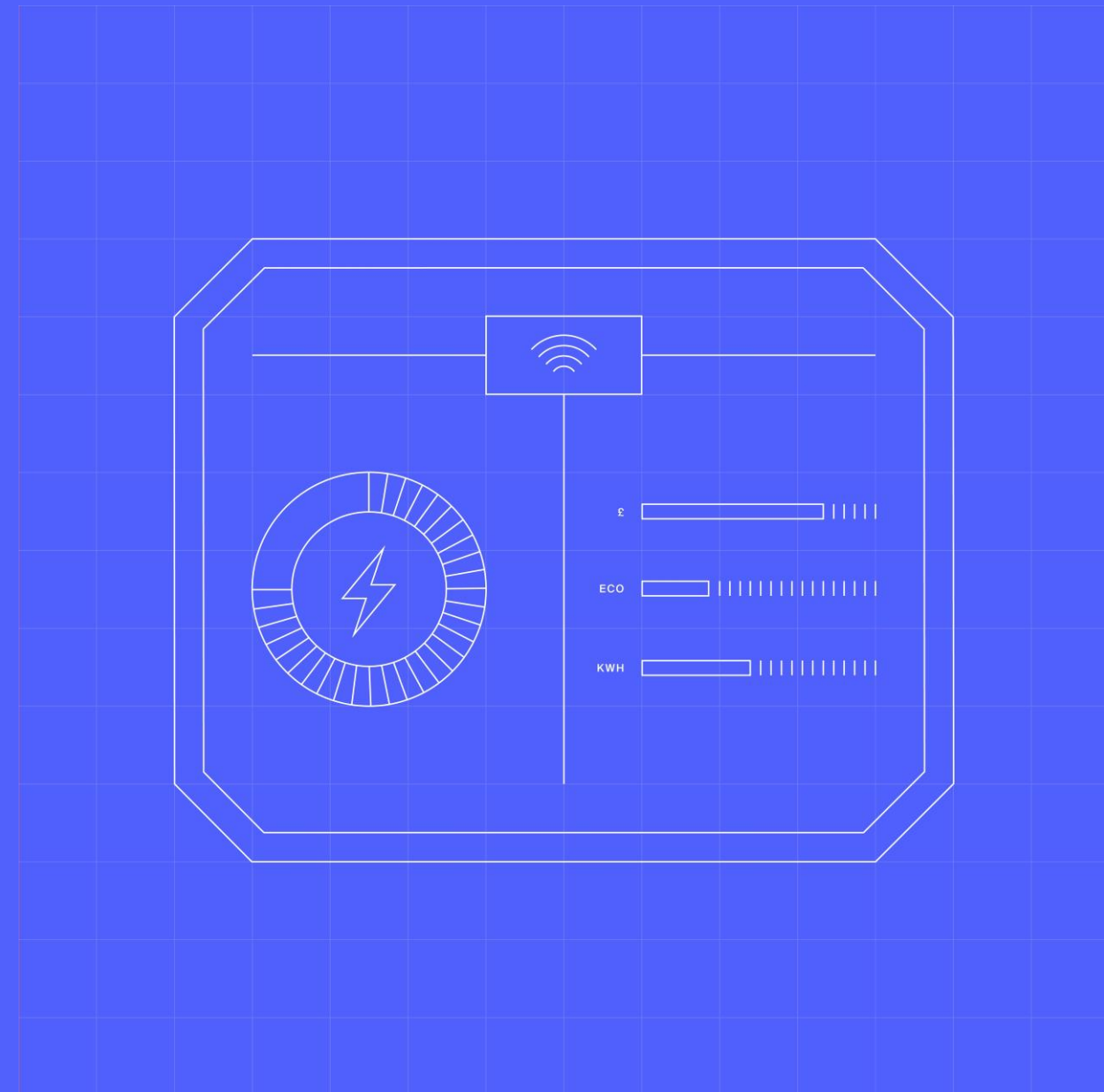
The Design Artefact Tracker contains all detail relating to the status and progress of the Design Artefacts, including:

- Current status of all artefacts and schedule for completion
- Baseline Design Issues
- Baseline Dependencies
- Dissensus Register
- Design Delivery Risks

Target Stakeholder Outcomes and Baseline Success Criteria

INFORMATION: Updates on Target Stakeholder Outcomes and Baseline Success Criteria

Programme - Claire Silk

10 mins

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Proposed way forward
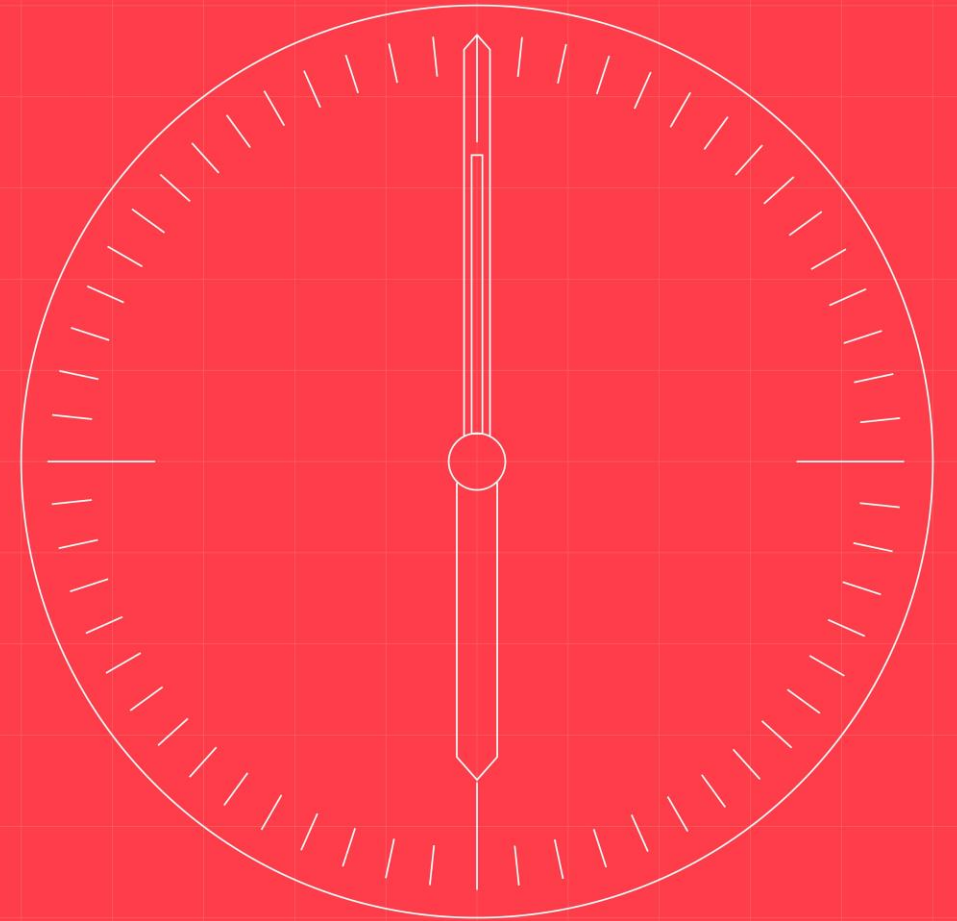
1. Background

1.1 The following was discussed with DAG members at the 8 June 2022 meeting:

• **Proposed target outcomes (page 15 of the DAG papers)**
No changes were requested of the outcomes in the meeting, however, it was noted that the outcomes were potentially subjective and measurable criteria would be beneficial to assist DAG to decide if the outcomes have been achieved when the M5 baseline decision is required. This was echoed by comments received from Gemma Slaney in an email after the meeting.

• **Proposed success criteria (page 17 of the DAG papers)**
The only change requested in the meeting was that criteria should not include 'Time' aspects. Comments received from Gemma Slaney in an email after the meeting advised that certain criteria were potentially subjective

1.2 The IPA are undertaking their Design Assurance activities as per Work Package 4 and it was noted that most of the proposed success criteria on page 17 are covered in the IPA key exam questions.

2. Proposed

Considering the feedback received during the 8 June 2022 DAG and Gemma Slaney's email thereafter, it is proposed that:

2.1 The target outcomes proposed in the 8 June 2022 DAG meeting be used as the M5 Acceptance Criteria

Whilst it is noted that the outcomes are potentially subjective, the nature of developing a design across an industry is a subjective process.

Therefore, the proposed approach is:
• the Programme to evidence to DAG how it believes the outcomes have been achieved at M5
• DAG to review the evidence and any supporting information DAG would like to include in the decision-making process
• DAG to agree to baseline the design (M5) and any work-off plans based on the evidence and supporting information submitted

2.2 The success criteria proposed in the 8 June 2022 DAG meeting <u>not be</u> used as M5 Acceptance Criteria

The reason for not including the proposed success criteria in the M5 Acceptance criteria is because most of the criteria will be independently reported on by the IPA as a part of their assurance activities and as per the Programme governance.

3. Required

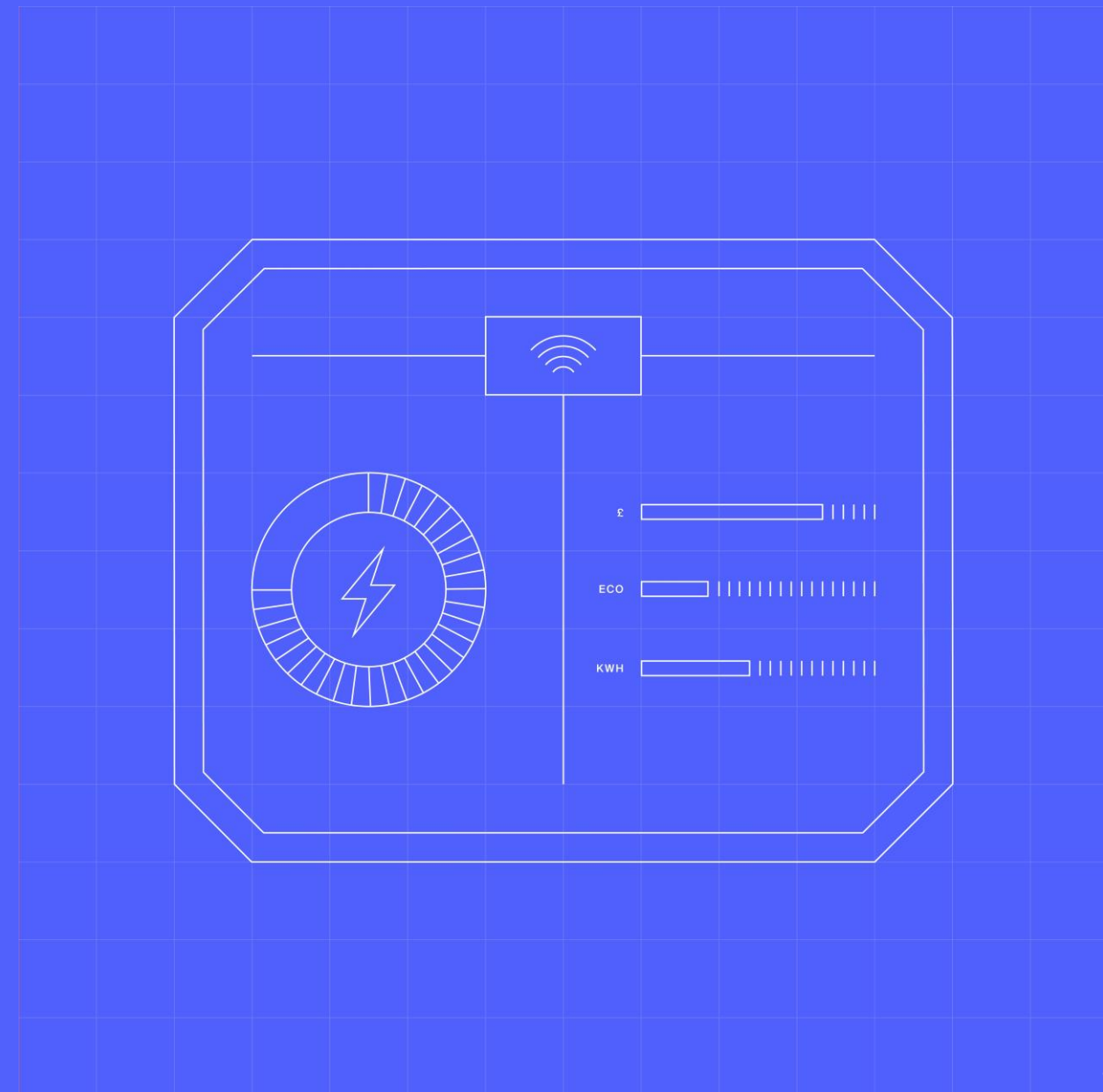DAG is requested to consider and accept the proposals in section 2.1 and 2.2.

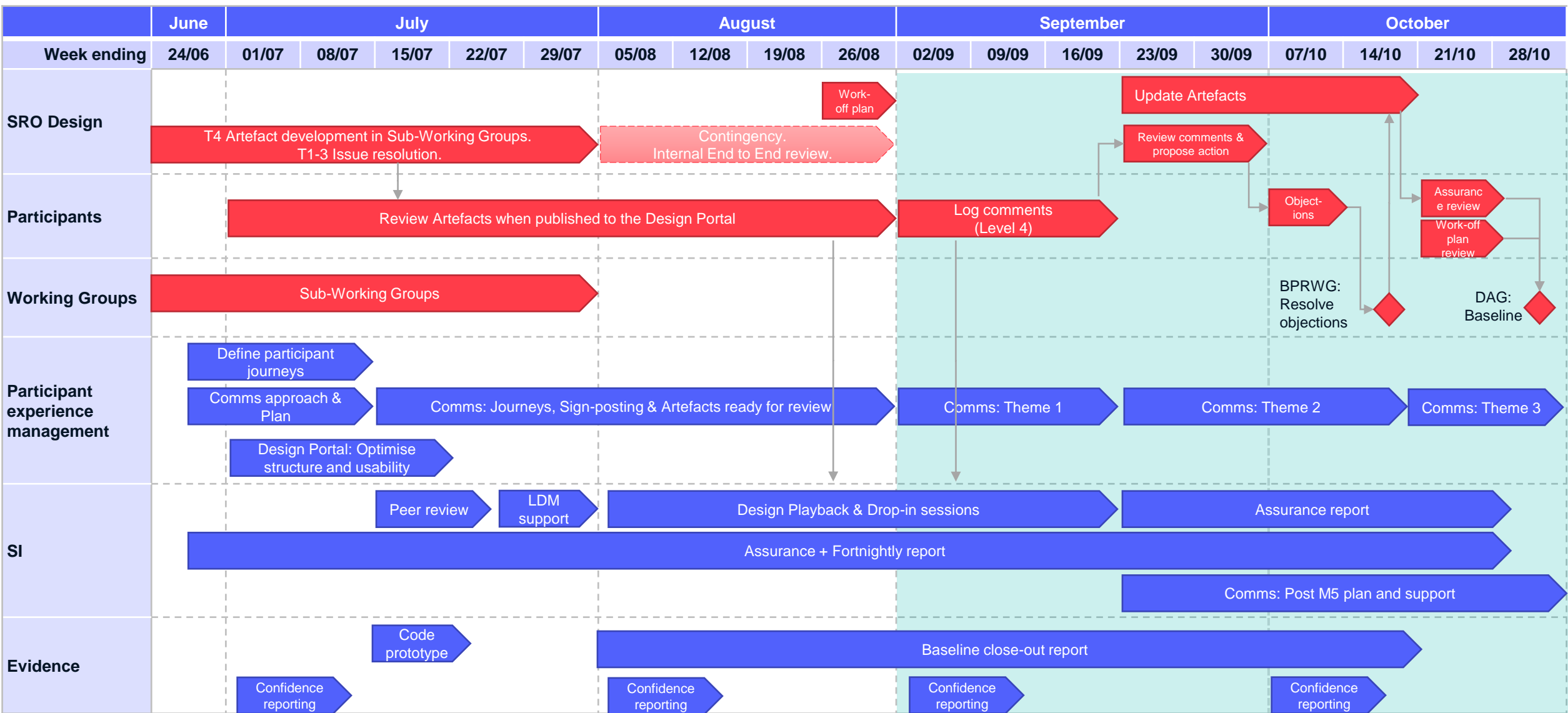|	Criteria
DAG	1. We believe the Design meets the TOM requirements 2. We believe the Design meets the agreed design principles 3. We believe the Design is complete and sufficient to enable participants to commence their own detailed design, and that the SI have appropriately assured it 4. We believe all open material design issues have been resolved, and any residual issues and work-off plans are agreed 5. We believe the change request process and the SI facilitation thereof is appropriate 6. We believe the Design is defined appropriately to allow Code drafting to reflect the design without further design debate or further clarifications
Participants	1. I have had the opportunity to engage in the development and review of the Design Artefacts 2. My contributions have been used or I have received reasonable justification as to why not 3. I know what to expect post M5 4. As an experienced industry technical person, I believe the Design Artefacts can be used to commence my detailed design activities and any associated sourcing of software and services
CCAG	1. We have been kept updated of Design progress to enable the code resource plan to be developed 2. We believe the Design is defined appropriately to allow Code drafting to reflect the design without further design debate or further clarifications

M5 Design Baseline : Phase 2 Updates

INFORMATION: Provide overview of support for participants including design playback sessions, programme collaboration base, and participant experience workstream

Programme – Claire Silk

30 mins

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M5 Design baseline - Plan on a Page (v1.0)

	June	July					August				September					October			
Week ending	24/06	01/07	08/07	15/07	22/07	29/07	05/08	12/08	19/08	26/08	02/09	09/09	16/09	23/09	30/09	07/10	14/10	21/10	28/10

SRO Design
- Work-off plan
- Update Artefacts
- T4 Artefact development in Sub-Working Groups. T1-3 Issue resolution.
- Contingency. Internal End to End review.
- Review comments & propose action

Participants
- Review Artefacts when published to the Design Portal
- Log comments (Level 4)
- Object-ions
- Assurance review
- Work-off plan review

Working Groups
- Sub-Working Groups
- BPRWG: Resolve objections
- DAG: Baseline

Participant experience management
- Define participant journeys
- Comms approach & Plan
- Comms: Journeys, Sign-posting & Artefacts ready for review
- Comms: Theme 1
- Comms: Theme 2
- Comms: Theme 3
- Design Portal: Optimise structure and usability

SI
- Peer review
- LDM support
- Design Playback & Drop-in sessions
- Assurance report
- Assurance + Fortnightly report
- Comms: Post M5 plan and support

Evidence
- Code prototype
- Baseline close-out report
- Confidence reporting
- Confidence reporting
- Confidence reporting
- Confidence reporting

Phase 2

Collaboration Base- Design Page

Collaboration Base- Design Artefacts Page

Programme Party Coordination (PPC) Team Introduction

Our Vision

The PPC aims to coordinate industry participants through Design, Build, Test, and Post-Implementation phases of the Programme. The team works to bring all parties on the Programme journey, create buy-in and ensure they can deliver to the timescales set out. Winning the hearts and minds of Participants is fundamental to the successful delivery of MHHS.

PPC's place in the wider Programme
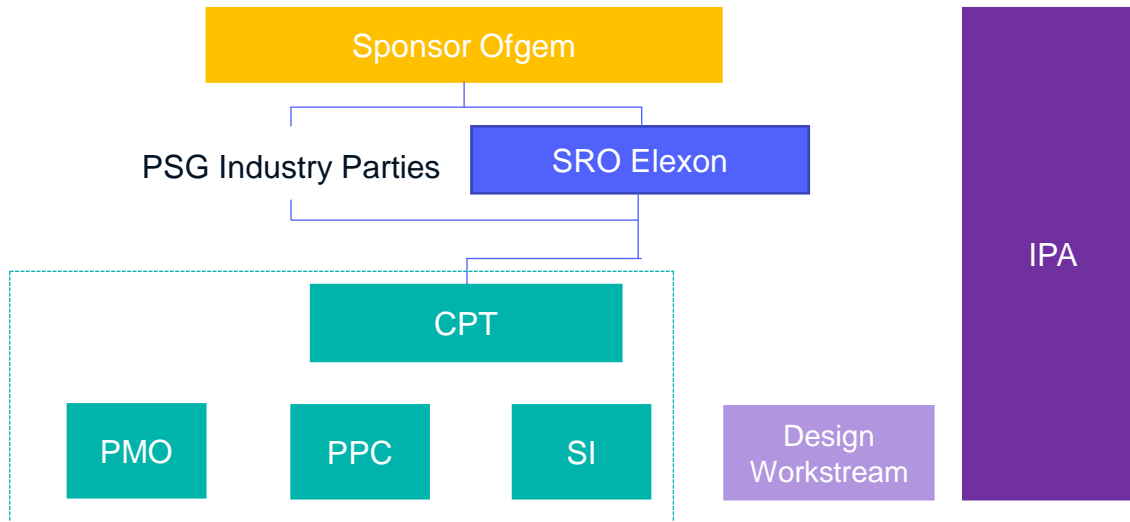
Our Responsibilities

- **Engaging** with all industry participants on a 1-1 basis
- MHHS-led **events** such as open days
- **Readiness assessments** before key milestones
- **Webinars** to communicate Programme information
- Informative **Programme documentation** (e.g. 101 Guides, FAQs)

Intended Outcomes

- **Awareness** – Participants are aware of key Programme information
- **Understanding** – Set expectations of Participants, communicate timelines and plans
- **Encourage Preparation** – Discuss Participants' own plans
- **Two-way dialogue** – have open, transparent, and mutually beneficial conversations with Participants
- **Excitement and commitment** – capture 'hearts and minds', emphasising the benefits of MHHS

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Programme Party Coordination (PPC) Team Introduction

Meet the PPC Team

Lauren Nicholls
PPC Lead
Large Supplier, DNO Rep
Lauren.nicholls@mhhsprogramme.co.uk

Pete Edwarde
Readiness Assessment Lead
Agents Rep
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Amatey Doku
Data and Analytics Lead
Central Parties, Software Provider Rep
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Marina Sykes
Communications and Engagement Lead
Medium Supplier, IDNO Rep
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Kevin Redmond
Change Management Lead
Small, I&C Supplier Rep
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Amina Uddin
PPC Support
Amina.Uddin@mhhsprogramme.co.uk

General queries and requests for support should be sent to PPC@mhhsprogramme.co.uk.

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Design Decisions

DECISION: Receive any escalations from Business Processes and Requirements Working Group (BPRWG) meeting 27 July 2022
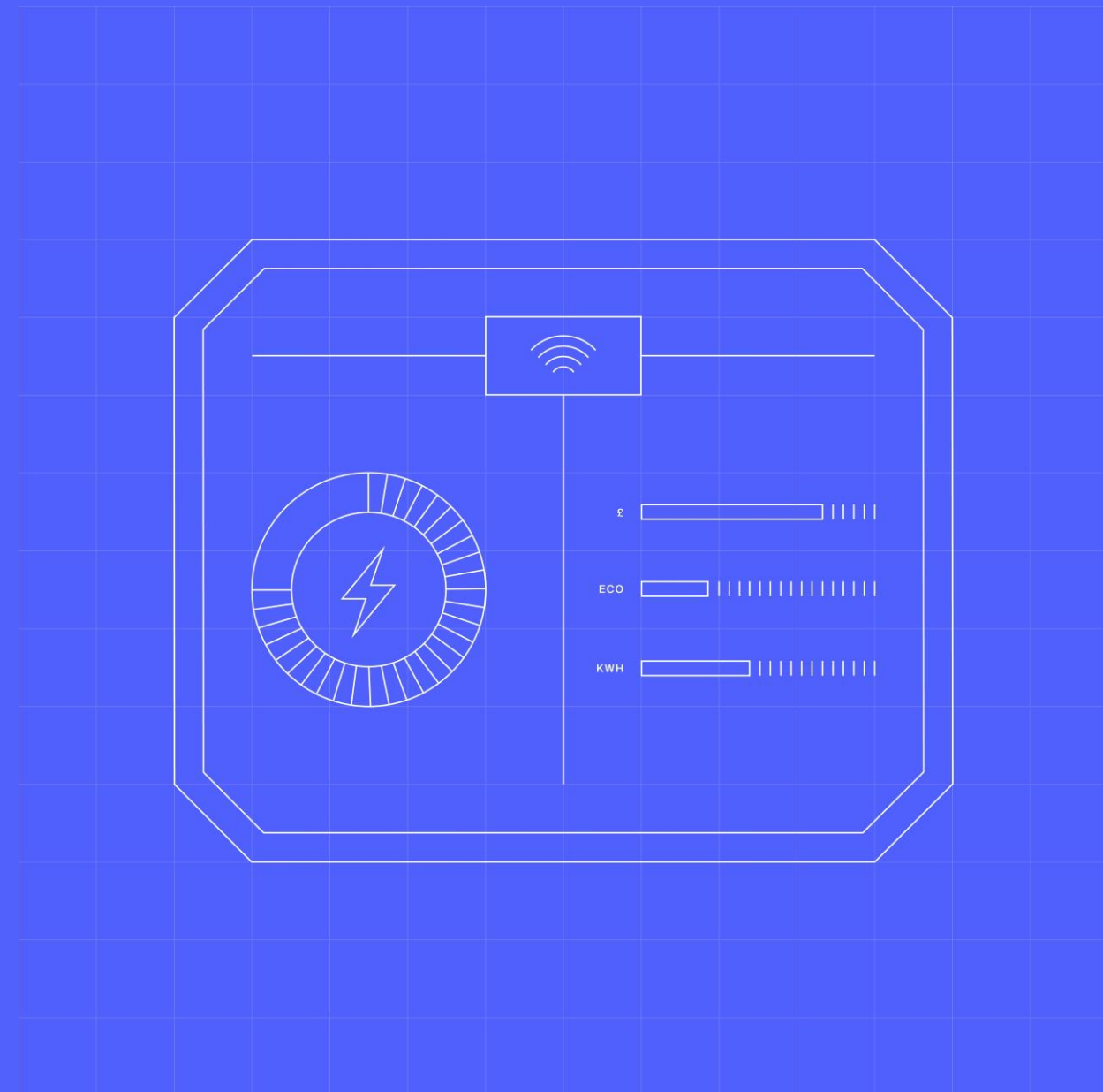
Programme – Claire Silk

10 mins

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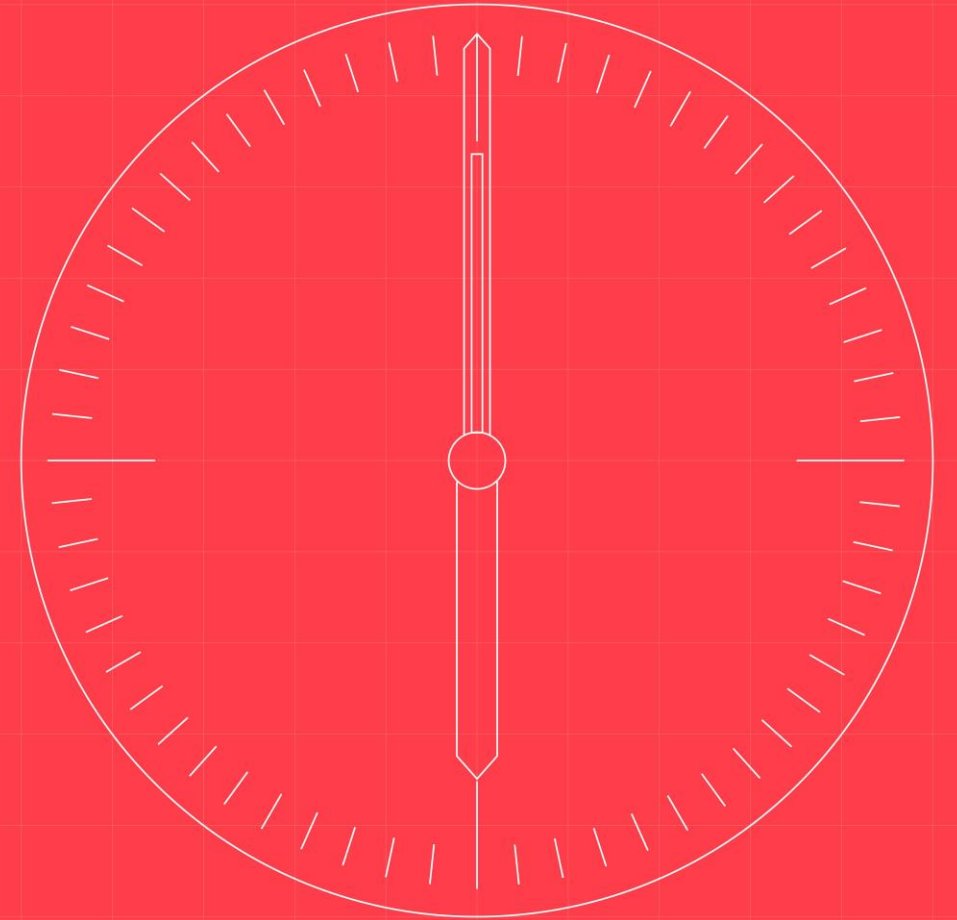
Design Assurance Updates

INFORMATION: Receive updates from MHHS Design Assurance Team

Programme – Simon Harrison

10 mins

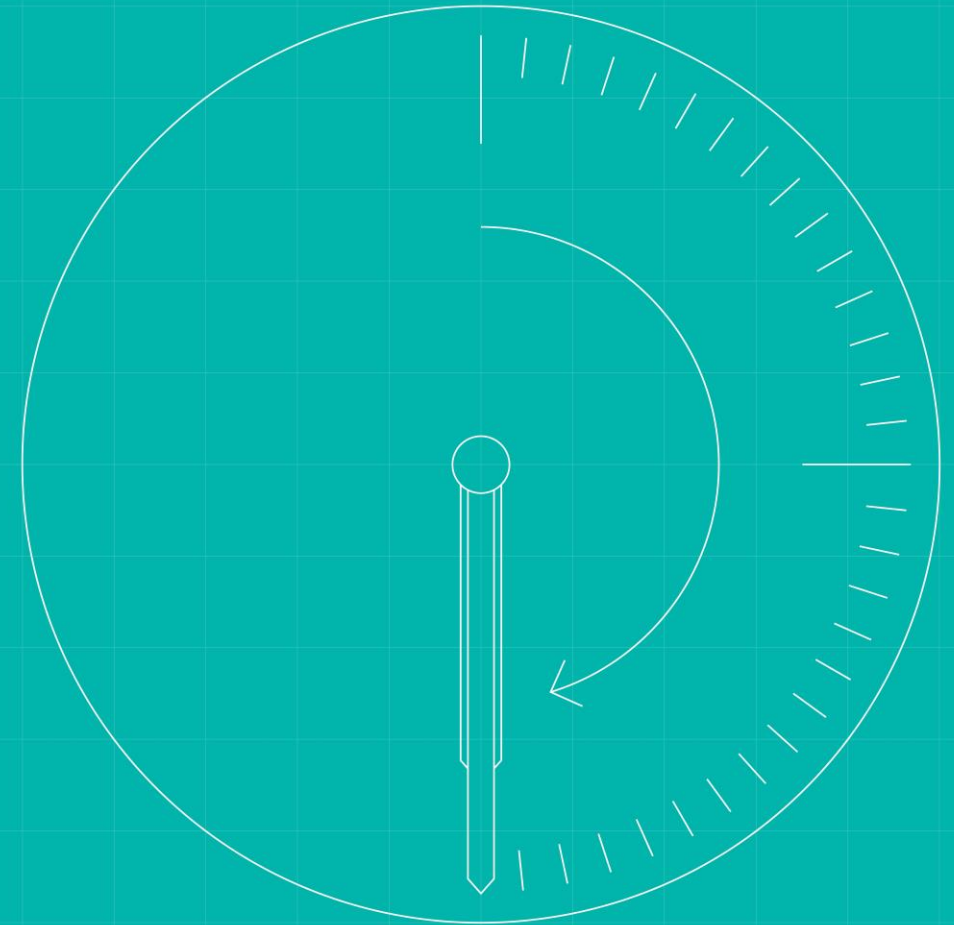**MHHS PROGRAMME**
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Summary and Actions

INFORMATION: Summarise actions and plan agenda for next meeting

Chair & Secretariat

10 mins

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DAG Forward Look

Meeting dates	28-Jul	10-Aug	14-Sept	12-Oct	28-Oct
Relevant milestones/activities					M5 approval
Agenda items	Level playing field design principle BPRWG escalations M5 schedule updates Target stakeholder outcomes Design assurance updates	Level playing field design principle Review of design RAID BPRWG escalations M5 schedule updates Design assurance updates	M5 Update Design issues discussions Feedback from playback sessions Design assurance updates	M5 Update Design issues discussions Post-M5 DAG Approach Feedback from playback sessions Design assurance updates	MHHS design approval Post-M5 change control process
Standing items	Minutes & actions Governance group updates DAG Design Principles Design Decisions Level Playing Field Principle MHHS Design Dashboard L4 working group report Review of RAID 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 Review of RAID Summary and next steps			

- Confirm actions from meeting

- Forward meeting schedule

- Next DAG meeting: **10 August 2022 09:30am-13:00pm**

- Next CCIAG meeting: **25 August 2022 10:00am-12:00pm**

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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